



**CITY OF FLOWERY BRANCH
Council Meeting Retreat Agenda
Emerald Pointe Resort
7000 Holiday Road
Lake Lanier Islands, Georgia, 30518
Friday March 28, 2008
3:00 pm – 6:00pm**



MEETING BROUGHT TO ORDER:

City Manager Bill Andrew brought the meeting to order at 3:14 p.m. by introducing Ms. Janice Saylors, facilitator for our meeting.

IN ATTENDANCE:

Mayor Diane Hirling and Council Members Allen Bryans, Pat Zalewski, Mary Jones, Craig Lutz and Chris Fetterman. Also in attendance were City Manager Bill Andrew, City Clerk Melissa McCain, City Planner James Riker, City Attorney Richard Carothers and City Attorney Ron Bennett.

Retreat Overview

Ms. Saylors gave an overview of the agenda for the next two days and advised that the agendas are not set in stone and that the agenda is just a guide.

Ms. Saylors gave six ground rules to abide by during the retreat and they are rules the Council can use during all times of interaction.

- 1 Trust each other enough to talk
- 2 Respect each other enough to listen
- 3 Everybody is equal
- 4 Everyone's perceptions are true for them
- 5 Diversity is valuable
- 6 Both content(Results) and process are important

Getting to know each other

The group paired off and was involved in a getting to know you exercise.

Know



Understand



Appreciate



Value



Lead

Qualities of a highly effective council

Ms. Saylor summarized the 7 Habits of Highly Effective People

1. Habit 1 - Proactive

Take the lead. Challenge issues before they become a problem, choose according to value. Take responsibility – don't blame. Concentrate on your circle of influence not on things you have no influence. The power, freedom, and ability to choose responses according to values

1.1 Things that need to be stopped to begin being proactive

- Thinking 2 teams and make the two 1
- Name calling
- Negative history
- Assuming

1.2 Start

- Talking
- Respecting
- Sharing
- Asking
- Agree to disagree

1.3 Continue

- Moving forward
- Being cordial
- Professional

2. Habit 2 - Begin with the end in mind

Prepare a vision statement. Know where you're going or where you want to end up. –Long term goals, purpose and direction

3. Habit 3 - Put first things first

Prioritize – short term goals

Time Management Matrix

		URGENT	Not Urgent
Important	I	<ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects, meetings, preparation 	II <ul style="list-style-type: none"> • Preparation • Prevention • Values clarification • Planning • Relationship building • True re-creation • Empowerment
	III	<ul style="list-style-type: none"> • Interruptions, some phone calls • Some mail, some reports • Some meetings • Many proximate, pressing matters • Many popular activities 	IV <ul style="list-style-type: none"> • Trivia, busywork • Some phone calls • Time wasters • "Escape" activities • Irrelevant mail • Excessive TV

4. Habit 4 - Think Win/Win
Abundance Mentality- *There's plenty out there for everybody.*
Scarcity Mentality - *There isn't enough to go around*
So I better get mine first. Ms. Saylor reviewed listening skills as well as communication skills when dealing with an angry person.
5. Habit 5 - Seek first to understand then to be understood
To be interesting you must first be interested.
 - 5.1 Things that need to be stopped
 - Negative feelings
 - Preconceived notions
 - Negative bashing
 - 5.2 Start
 - Communicating
 - Think as a team not individuals
 - Personal meetings
6. Habit 6 – Synergize - Apply effective problem solving. Apply collaborative decision making. Value differences. Build on divergent strengths.
7. Habit 7 - Sharpen the saw - focuses on balanced self-satisfaction
Mind – Mental
Body – Physical
Heart – Emotional
Soul Spiritual

MEETING CLOSED 6:20 p.m.