

SOUTHEASTERN CONNECTICUT CULTURAL COALITION

CCX Workshop: Rising Tide Series by Wendy Bury

A Rising Tide Lifts All Boats...

TO DO CHECKLIST

ESTABLISH THE CURRENT WATER LEVEL AND TIDAL IMPACT

Identify goals, purpose for host organization, and potential impact (What need are you fulfilling?)

Establish geographic footprint

Craft a vision statement

IDENTIFY THE BOATS IN THE WATER

Create list of arts, cultural, heritage, creative organizations and/or stakeholders within footprint

Identify benefits for attendees

Identify primary contact person for each organization

BE THE WIND IN THE SAILS

Establish proposed timeline for meeting schedule (monthly, quarterly, semi-annually, etc.)

Set meeting date and send notification/invitation (include list of who all is invited, goal, purpose of meeting, and benefit of attending)

Host and facilitate meeting(s)

- Allow time for self-introductions
- Share positive news /information
- Encourage sharing of challenges and opportunities
- Identify commonalities (long-term goals, visionary ideas, shared needs, common challenges)
- Help identify one “something” for group to focus on and tackle collectively
- Identify action items and have participants each take on a small role and responsibility
- Identify metrics for impact (something that everyone can track/measure) such as increase in revenue, audience or new collaborations
- Take pictures at meeting (with consent)
- Take notes/minutes and capture follow-up needs, action items, roles & responsibilities, resources, and summary. Do not include who said what or specifics, just general topics

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- Ask participants if they would like to meet again to focus on/accomplish “something” defined and agreed upon by group (majority consensus)

Follow up after meeting(s)

- Send thank you to all for attending
- Share meeting info and photos with your constituents, members, etc.
- Share photos and info on social media and e-blast (with names and affiliations of participants- tag on Facebook if possible)
- Send summary of meeting with action items
- Determine next steps based on consensus

Facilitate and Help Facilitate Action Items

- Check on status of action items (help, encourage, remind)
- Communicate status, reminders, and information (to all and regularly- maintain transparency)
- Stay focused on goal (easy to get distracted with shiny balls)

EXPERIENCE HIGHER TIDE

Accomplish “something” In which every participant benefits In some way

Measure impact and correlate with goals (increase in dollars, increase in audiences, increase in new collaborations, etc.)

Share outcomes with your organization, constituents, members, etc.

Constantly evaluate and adjust needs, focus (short-term and long-term), and role