



Retreat Agenda
Hosted by Minnesota Deaf Muslim Community
January 3 - 4, 2020
Holiday Inn
8511 Hudson Blvd, Lake Elmo, MN 55042

Day 1 - January 3, 2020

Location - Board Room Suite

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| 10:00 a.m. to 10:30 | Welcome and light refreshments
Opening du'a
Retreat Overview and Review Day 1 Agenda |
| 10:30 to 11:00 | Ice Breaker/Team Building Activity
Sarah Hougé |
| 11:00 to 1:00 | Strengthening your Organization and Board
Sarah Hougé |
| 1:00 to 2:00 | Lunch w/the Board |
| 2:00 to 4:00 | Strengthening your Organization and Board (cont.)
Sarah Hougé |
| 4:00 p.m. until | Dinner time! Rest time! Pool time! Hot tub time! Social! Games! |



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Day 2 - January 4, 2020

Location - Board Room Suite

8:00 a.m. to 8:30	Breakfast w/the Board
8:30 to 9:00	Group Reflection on Day 1 Review Day 2 agenda
9:00 to 10:00	Responsibilities of a Non-Profit Board Treasurer Emory K. Dively
10:15 to 10:30	Break!
10:30 to 11:30	Deaf Yoga! Jessalyn Akkerman-Frank
11:30 to 12:30 p.m.	Lunch w/the Board
12:30 to 2:30	Grants Overview Hamilton Cook
2:30 to 3:00	Break!
3:00 to 6:00	2020 Budget and Bylaws Work

Workshops/Trainings/Activities

- Deaf Yoga - Jessalyn Frank
- Organizational Structure, Board Roles and Responsibilities - Sarah Houge
- Developing Your Organization - Sarah Houge
- The Writing of Grant Writing - Hamilton Cook
- Grants Overview - Hamilton Cook
- Responsibilities of a non-profit board treasurer - Emory K. Dively
- Budget work for 2020 Budget
- Bylaws work for understanding and editing Bylaws if needed

Retreat Budget

- Lodging - \$273
- Meals - \$300
 - Lunch 1/3/20 - Cane's
 - Dinner 1/3/20 - Chipotle
 - Breakfast 1/4/20 - Continental from Holiday Inn
 - Lunch 1/4/20 -
 - Drinks and Snacks for 2 days - \$120
- Meeting Room Rental - \$300
- Workshops
 - Hamilton Cook (Grant writing) - \$320
 - Jessalyn Frank (Yoga) -
 - Emory K. Dively (Treasurer Duties) -
 - ASL Interpreters - \$600
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