

## Palenick, James

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**From:** Danielle Johnson <djohnson@johnsonfdn.org>  
**Sent:** Friday, August 4, 2017 9:49 AM  
**To:** Palenick, James  
**Subject:** Your Proposal to The Johnson Foundation



Dear Jim,

Congratulations! Your proposal has been approved and we agree to sponsor Racine City Officials Strategic Planning Retreat. We look forward to partnering with you on this important effort.

[We've set up a website](#) just for your use, with everything you'll need to get started. Please utilize this site as you plan your conference. For next steps, we would like to schedule a call with you to confirm the basic meeting details, talk more about the meeting, and establish a timeline to keep us all aligned throughout the planning process. Would you be available for a call sometime in the next couple of weeks?

Please review the above website in advance of our call.

Also, you should have received an email that looked like a re-submission of your proposal, but it is just a notification that our system sends to staff and to the co-sponsor to show the event has been approved.

We look forward to working with you!

Best,

Danielle Johnson  
Program Associate  
The Johnson Foundation at Wingspread  
262-681-3325

**Palenick, James**

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**From:** kwuerker@johnsonfdn.org  
**Sent:** Friday, August 4, 2017 9:34 AM  
**To:** Danielle Johnson  
**Cc:** Palenick, James  
**Subject:** Meeting Request Approval Form Confirmation

**Meeting Request Approval Form Confirmation**

This confirms your submission of the Meeting Request Approval Form.

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Meeting Title (if approved, this will be displayed on the Foundation website)

Racine City Officials Strategic Planning Retreat

What is the purpose of the meeting? (if approved, this will be displayed on the Foundation website)

To schedule and hold a special, 2-day, Work Session "retreat" of the Racine Common Council and Mayor in a quiet, off-site location devoid of distractions, in order that the City's elected officials can focus on important relationship and policy matters in a deliberate and focused manner, utilizing a professional facilitator.

What are the desired outcomes of the meeting? (ex. a list, plan, agreement, understanding, etc.)

That the Racine City elected official together, among themselves, and perhaps as a portion of the retreat, with their senior management staff, work to achieve:

- A more personal understanding of each other, and thereby greater empathy for divergent perceptions and approaches.
- A better understanding and definition of the roles and functions of policy-development versus implementation.
- Better communication, trust and understanding between and among the Common Council as a body; and, between the Common Council and Staff.
- A blueprint for policy-focus and strategic planning going forward.

What problem will be addressed (or be closer to addressed) as a result of this meeting?

To better prepare and equip the City of Racine' top policy-makers and professional managers to jointly make and implement more effective decisions and to better identify and establish the prioritization of scarce resources.

Why is this the right time to have this meeting?

When the greatest number are assured of attending and giving the effort their complete attention. We believe this is best served with a Friday afternoon and evening session followed by a Saturday full-day-through early-afternoon session –keeping all attendees overnight and together throughout to build camaraderie. We think a late Fall time frame is appropriate as well.

What other groups are involved in the planning of this conference, if any?

This project will be a collaborative effort between The City of Racine, The Johnson Foundation at Wingspread and Team Works international Inc.

Which stakeholder groups or organizations need to attend this meeting?

City of Racine Aldermen, Staff and Officials

Why is your organization the appropriate group to convene this meeting?	The City of Racine is the appropriate group because the city is who the attendees represent.
What financial resources do you have available for travel, lodging/facilitation costs?	The City of Racine will use the resources at its disposal to help cover any necessary costs associated with the retreat.
Estimated number of participants	20
Desired Start Date and Time	Nov 10, 2017
Desired End Date and Time	Nov 11, 2017
Number of days over which meeting will be held	2
Proposer Name	Jim Palenick
Proposer Email	james.palenick@cityofracine.org
Approver Email	djohnson@johnsonfdn.org
Reconfirm estimated number of participants	20

**Budget**  
**Alder's Retreat (Periodic Policy Review)**  
**Nov 10-11, 2017**  
**Wingspread**

(Estimated) Expenses:

**Facilitator**

Teamworks International	3 Days at \$2,500/day	\$7,500.00
Meals for facilitator on travel days		\$50.00
Airfare	Minneapolis to Milwaukee (RT)	\$500.00
Misc.		\$100.00

**Site: Wingspread**

Conference space	2 days, meeting rooms	Grant funding
Lodging	Nov. 10	Grant funding
Meals	Dinner, Nov 10 Breakfast Nov 11 Lunch Nov 11 Misc breaks	Grant funding

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**Total:** **\$8,150.00**