

GPAHG Leadership Retreat 2020

Agenda overview:

8:30 am - 9 am (Meet and greet with bagels, fresh fruit and cream cheese)

Session 1: 9 am - 10 am Committee Chairs (Devotion Website Review, Expectations for Subcommittee Leaders, What Makes a Great Meeting? A great agenda and great notes)

Session 2: 10 am - 11:15 am Liaison members (3 min subcommittee presentations and Liaison member presentation by Jill Shook, Cynthia Kirby and Connie Millsap and Bert Newton)

Session 3: 11:15 am - 12:15 pm Communications (Communications, GPAHG Structure and Lines of Authority, How Decisions are Made, Active Listening)

Lunch: 12:15 pm - 12: 45 pm Lunch (discussion on current homelessness and affordable housing crisis and solutions)

Session 4: 12:45 pm - 2:00 pm Planning for the year: GPAHG Monthly Meeting planning and brainstorming.

Session 1: 9 am - 10 am Committee Chairs and potential chairs.



(1 min) Open with a time of silence.

(2 min) And discuss the ground rules for the day.

(5 min) Introductions: What is something that rhymes with your name that says something about you..

(5 min) Devotion: Luke 4: 18-19

¹⁸ *“The Spirit of the Lord is on me,
because he has anointed me
to proclaim good news to the poor.*

*He has sent me to proclaim freedom for the prisoners
and recovery of sight for the blind,
to set the oppressed free,*

¹⁹ *to proclaim the year of the Lord’s favor.”*^[1]

(6 min) one minute only, Bert, Connie, Phil, Anthony and Anne Marie, Bert and Tom will tell what team they lead or hope to lead, and share two of the greatest challenges

(Morgan will record these as they are part of what we need to report on with Social Good)

(5 min) to further capture the information we need for our annual report due next week, please:

1. Anthony gets the prize!! He will share what he came up with. Then estimate number of number of volunteers involved in your efforts this year. (Those involved in your committee, those you have met with, or joined you on meetings with city staff, elected officials, vigils or city council or planning commission)
2. Volunteer Hours Spent
3. Volunteer Waiver Forms (hand them out at your next subcommittee meeting).

(8 min) (Morgan) How to Interface with Website, Submit Agendas, Notes and Sign In Sheets, How to Interface with Website, Submit Agendas, Notes and Sign In Sheets.

She only has an ADU portal built, she needs to know if each subcommittee build Church Land and Homeless Housing Portal as well? Others?

(8 min) Expectations for Team Leaders

Group Discussion - What does it mean to be a facilitator?

(Read the following and circle one that you would like to discuss further)

- Team leaders are expected to understand what it means to be a facilitator.
- Any big decisions about funding, policy and goals for the year must go through the GPAHG Core Group and be signed off on by the Executive Director.
- Provide regular reporting of the minutes, agendas, and sign in sheets.
- Expected to tell people and new members within your team about GPAHG and GPAHG membership.
- Communicate appointments with elected officials, or attendance at public meeting with Jill Shook.
- Start meetings with a brief devotion and prayer, and close meetings with a prayer or moment of silence.
- In planning your meeting keep in mind that it's about more than just getting the work done, but also about connection with each other and building community. Therefore, begin your meeting with a brief check in with each person to see how they're doing.
- There needs to be a clearly stated mission and goal of your committee and a shared vision. It's expected that team leaders will foster a shared vision and not impose their own agenda unless everyone shares that same idea. Building consensus takes time, but it's important not to move forward until everyone is in agreement.
- Team leaders are expected to listen to others, restate what you understand them to say, and see if everything is understood. Team leaders often have the role of asking clarifying questions and balancing that with challenging the team to believe it's possible and push forward with their goals.
- Team leaders must model what they want to see on a team, how things should be communicated, and fostering that faith and belief in accomplishing their goals, but always seasoned with faith in a big God who is able.

- Team leaders are expected to have at least one member of their committee attend Monthly Core Group Meetings. Either the chair or one elected person. And for someone from their team to attend monthly GPAHG Meetings at least 6 times per year.
- Have agendas ready and available for your subcommittee 3 days before the scheduled meeting
- Team leaders must strive for a balance in their lives and empower other members to play key roles within the team such as:
 - Note Taker
 - Agenda Setter
 - Scheduler (with city officials, CC and planning commissioner, city staff)
 - List keeper of all the emails of those who want to be part of the group
 - Set up the location, chairs and tables
 - Bring snacks if you so choose.
 - Setting meeting times with use of Doodle or other tools
 - Other

(5 min) Group Discussion - What makes a great meeting?

(5 min) Group Discussion—What makes for a powerful Agenda?

(5 min) Agendas: Discussion: What is the value of having an agenda? When does it get created?

How to Create a Powerful Agenda

- Use logo for GPAHG-MHCH and partner if applicable
- Prepare your agenda early (at least 3 days in advance)
- Include basic information (date, time, location, etc.)
- Clearly define your meeting’s objective
- Seek input from attendees on the agenda by sending it at least 3 days in advance.
- Allow adequate time for discussion

- List agenda topics as questions
- Include all other pertinent information
- Specify how members should prepare and who’s leading each topic
- Identify the next steps and action items

(5) Note taking. Group Discussion: Why are taking notes important? What elements need to be in notes?

Session 2. Liaison, 10 am - 11:15 am

We have several new liaisons. You are the link to communication with your church, what member of your church are experiencing in terms of housing and mobilizing their church to advocate for the concerns of GPAHG. Liaisons need to know Committee Chairs so that they can adequately share your vision with their church.

(15 min), Committee Chairs will share for three minutes: Anne Marie, Anthony, Connie, Phil and Tom:

- what their committee is about,
- why they are excited about it,
- some of their goals for 2020 and how all of this relates to your faith.

(5 min) (Jill) Why Liaison, what is their role?

“An elected official’s political fortunes could be determined by one controversial vote”
 We can be the moral compass and give our elected officials courage to do the right thing.
“Redemption of the city.”
 A theology as Big as a City.
 Matt 25, Cities will be held accountable

Becoming a liaison is more like a dating relationship as opposed to a marriage, with steps and goals toward its various components and a growing relationship unique to each church, their gifts, needs and areas of interest.

10 min. Connie and Cynthia share, 5 min each what they have done in their role as Liaisons

10 min. Brainstorm: other ways that other Liaisons might envision similar ways that their church might become involved or other new ways.

(25 min). Bert, How to gather a team of folks willing to be part of a rapid response team— discuss how Jesus invited his disciples, didn't use email or FB, but noticed key things about how he gathered his team in John 1:36-50 New International Version (NIV)

³⁶When he saw Jesus passing by, he said, "Look, the Lamb of God!"

³⁷When the two disciples heard him say this, they followed Jesus. ³⁸Turning around, Jesus saw them following and asked, "What do you want?"

They said, "Rabbi" (which means "Teacher"), "where are you staying?"

³⁹"Come," he replied, "and you will see."

So they went and saw where he was staying, and they spent that day with him. It was about four in the afternoon.

⁴⁰Andrew, Simon Peter's brother, was one of the two who heard what John had said and who had followed Jesus. ⁴¹The first thing Andrew did was to find his brother Simon and tell him, "We have found the Messiah" (that is, the Christ). ⁴²And he brought him to Jesus.

Jesus looked at him and said, "You are Simon son of John. You will be called Cephas" (which, when translated, is Peter^[a]).

⁴³The next day Jesus decided to leave for Galilee. Finding Philip, he said to him, "Follow me."

⁴⁴Philip, like Andrew and Peter, was from the town of Bethsaida. ⁴⁵Philip found Nathanael and told him, "We have found the one Moses wrote about in the Law, and about whom the prophets also wrote—Jesus of Nazareth, the son of Joseph."

⁴⁶"Nazareth! Can anything good come from there?" Nathanael asked.

"Come and see," said Philip.

⁴⁷When Jesus saw Nathanael approaching, he said of him, "Here truly is an Israelite in whom there is no deceit."

⁴⁸"How do you know me?" Nathanael asked.

Jesus answered, "I saw you while you were still under the fig tree before Philip called you."

⁴⁹Then Nathanael declared, "Rabbi, you are the Son of God; you are the king of Israel."

⁵⁰ Jesus said, "You believe^[b] because I told you I saw you under the fig tree. You will see greater things than that."

10 min. (Jill) Practice in pairs: possible questions and strategies on how to invite people to become involved, how to find out what housing concerns they may have or be interested in.

Instructions: Everyone stands in a circle, counts off and makes a second circle with the One's on the inside of the circle and two on the outside. Face your partner and practices some questions, asking about any housing concerns they are aware of in their church or neighborhood for one minute, then two's move to the next person. After a few rounds, switch the question to strategies. Then a few minutes of debrief.

Session 3: 11:15-12:15. Communications

1. (8 min) Active listening exercises

Exercise # 1 Instructions: 1. Break up into groups of two with someone you don't know. One is the listener and one will be sharing. 2. For the one sharing, for 2 minutes talk about what you see as your greatest joys and strengths and give examples. 3. As a listener, you can only look at the person, share facial feedback, but provide no verbal feedback. 4. Switch roles and repeat process 5. We will discuss how that felt

Exercise # 2 Instructions: For two minutes discuss a challenging situation over Christmas. 1. You can give feedback. However, reserve all judgement, ask clarifying questions if you need to, listen for ideas and feelings, reflect, paraphrase, check-in. 2. Switch roles and repeat the process.

As a group we will discuss how it felt and what you learned.

2. (10 min) Knowing and accepting other as they are, and our Learning styles.

May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, 6 so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ. 7 Accept one another, then, just as Christ accepted you, in order to bring praise to God.

Romans 15:5-7

When we know how God uniquely made us, with our own personality, passions, weaknesses and strengths we can more fully accept each other and see how what we have can complete that others may lack and our gifts can complement others to make is all the more complete.

(30 seconds each). share your learning style, and if anything surprised you from the results of this exercise. Fill out the info on the Following chart. Share with one person next to you about one person.

Working With Different Learning Styles

Now that you are aware of your own primary Learning Style, how can you better work with your team? Use this table to list ideas and methods that could be used to best work with each specific Learning Style. Identify team members who might have this learning style.

Learning Style	Ideas/Tactics for Working with This Learning Style Successfully	Team Members with This Style
Visual		
Auditory		
Tactile/Kinesthetic		

Learning Style Descriptions:

- **Visual Learners:** Learn through seeing, so tools like diagrams, flowcharts, pictures and symbols can be key to understanding new concepts. Visual learners prefer written materials rather than verbal communication.
- **Auditory Learners:** Remember information very well. Remember instructions well if words are said aloud and emphasized. Prefers to have freedom to ask questions and enter into a discussion.
- **Tactile/Kinesthetic Learners:** Enjoys hands on practice and physically being involved. Tends to associate learning process with movement. Makes notes well.

3. (6 min) How are decisions made within GPAHG? Practicing consensus.

What is consensus? It's a decision making is a creative and dynamic way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority of the group getting their way, a group using consensus is committed to finding solutions that everyone actively supports, or at least can live with.

By definition, in consensus no decision is made against the will of an individual or a minority. If significant concerns remain unresolved, a proposal can be blocked and prevented from going ahead. This means that the whole group has to work hard at finding solutions that address everyone's concerns rather than ignoring or overruling minority opinions.

Councilman John Kennedy asked those in his district how they would feel about a vacancy tax. We don't yet know how many units in the city are vacant, but when the rent control folks were canvassing, they found that many of the luxury apartments were vacant. To combat affordability issues, some California cities are considering an "empty homes penalty," also known as a vacancy tax. Voters in Oakland, California recently approved Measure W, a tax of as much as \$6,000 per parcel and \$3,000 per condo unit on properties occupied fewer than 50 days per year. The tax is expected to bring in around \$10 million per year, which is intended to go toward homeless services and new affordable housing, from <https://dsnews.com/daily-dose/07-24-2019/vacancy-taxes-pros-and-cons>

Instructions: Discuss with just three others for just three minutes the idea of a vacancy tax and try to come to a consensus.

Pro

- Could improve access to affordable housing by keeping spectators from sitting on properties until they can rent for a higher rate
- Vacancy tax could provide a dedicated source of revenue to be used for housing and other homeless services and programs
- The tax could help keep neighborhoods free from vacant, abandoned properties that could be a public nuisance that impacts health, safety and the environment
- Could encourage property owners to improve their properties

Con

- Wealthy people may find a way to manipulate the system and avoid paying the tax, leaving middle class property owners to pay
- It may be difficult for authorities to enforce and verify the conditions around vacancy
- The definition of vacant may be difficult for lawmakers to pin down
- It's hard to determine whether a home is officially vacant
- We need a comprehensive plan to address the housing crisis, and a vacancy tax would be a piecemeal approach

Debrief: What was this process like for you? What did you learn about yourself? The process?

4. (5 min) Understanding how GPAHG works and decisions are made using census within the organization.

- a) Review the org chart.
- b) Anthony, discuss briefly the governance structure.

5. (10 Min) Communication on Email and other social media.

Email Protocols/Etiquette—Discussion.

A. What do you see as the purpose of email?

- a) Telling the team members, the problems you have with them or with someone on the
- b) Discussion on philosophical understanding of the nature of the housing crisis
- c) Sharing information,
- d) Sharing the latest gossip

B. How much time do you think is reasonable for a response time to emails?

- a) Five seconds
- b) 10 minutes
- c) 5 months
- d) 3 days.

- a) **Do you think it's appropriate to give a deadline for a response time and to move forward if you don't hear back?**
 - b) **How do we know who should be cc'd on email communications?**
 - c) **Is changing the subject line to reflect what is in the message always necessary?**
 - d) **If you are accessing contacts from the GPAHG master list or other committees, why is it's important that you cc Jill.**
 - e) **Is it okay to share someone's contact without their permission?**
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Social Media: What protocols do we need to keep in mind when using social media?

6. (6 min) Communication system:

Group Discussion - In general, how do you feel about communication with GPAHG and within your own team? What's currently working well? What are some of the challenges with communicating? What form of communication is best for you? Text, email, other? What is best for your team?

Morgan and I are in the process of researching a good communication system. We're exploring a communication system that will allow us to keep better records and allow you to have access to others willing to share their contacts within our organization. Remember the octopus? In order to design a system that best serves our committees as well as the liaison membership we need to know the following from you:

- a) How would you feel about using a system separate from your own email as a way to maintain a list of volunteers and active members within your subcommittee or liaison outreach?
- b) Would it be helpful for you to have a common place to store documents that is easily accessible, yet password protected for just your team?
- c) Would you have a need to reach out to others within the organization without needing to go through Jill's contacts? Would this kind of access be helpful?



d) We need a way to create a master list for all those involved with us. Any ideas let us know. Remember the octopus?

7. (10 min) Building Community and Wholeness is our Communication Styles (read silently and pick out one that you would like to work on this year and consider how you plan to do that).

- Don't do for others what they can do for themselves
- People operate out of what they know and build upon that. They also operate out of what they want. As a Christian, what we want has been seasoned with divine values.
- It takes time to have true communication and build consensus, but it's worth it.
- As an organization, we are not run by professionals, but by followers of Christ, and God uses the weak to confound the wise. This is a consistent message throughout the Bible.
- People don't care about what you think of know unless they first know that you care
- People will always remember how they felt when they were with you, but they may not remember anything you said
- We all need accountability. God holds all people, cities and nation accountable. Teams help us do that. Reminders and minutes all serve to help us accomplish what God is calling us to do.
- Don't be afraid of the pregnant silence needed for people to think. Provide space and time for thoughts to develop as consensus is being nurtured along.
- We can't forget the importance of nurturing our own lives, our faith, our physical bodies in the process of doing this work. We must seek to be a role model to our team members, families, church and neighborhood.

12:15 pm - 12:45pm – LUNCH, if you wish discuss the scope, causes and solutions to the homelessness and affordable housing crisis and what you see as solutions. (shelters, transitional or bridge housing vs. housing first, tenant protections)

12:45 - 2pm. Planning for 2020

(10 min) What are our goals for 2020?

- What are areas you need to grow in and learn more about? Skills, basic equipping and knowledge of affordable (What is affordable housing? Myths of affordable housing, solutions to the affordable housing crisis, etc. understanding law of supply and demand and how it relates to housing, is there a housing crisis or affordability crisis? The Unjust housing policy game.
- Review the ideas we wrote at our potluck in November.

- What needs do our committees have? (i.e. possibly an ordinance to allow churches to build affordable housing, the need for funding for the team)
- What are our goals for the year individually and as an organization? (Leadership Pasadena)

Let’s build consensus around 5 goals that are reachable?

(10 Min) Goal of the monthly GPAHG meetings: To bring together members of subcommittees and the public for educational and informational purposes. This is a consultative, not a decision-making body. *Forums may focus on specific topics or policies (such as the Housing Element, vacancy tax, community land trust) or skill building (how to write talking points, how to share your story with elected officials, etc.). Fellowship is also an important component of our monthly gatherings.*

- What do you see as the purpose of the monthly meetings? What would you like it to be?
- What were some of the highlights of these meetings during 2019?
- What would you like to see changed or different?
- People haven’t always been returning after attending our monthly meetings. How can that change? How can some of the things we learned today about meeting planning be applied to our monthly meetings?

Discussion of other ideas for our meetings:

- Feature each of the subcommittee for an entire evening, with educational components and the philosophy of each committee, for example, best practices to end homelessness, why permanent supportive housing works, what are the barriers to building more PSH.
- What policies would we like to focus on—the Housing Element, and possibly a policy like a vacancy tax, zoning for churches)
- What it means to be faith rooted? Bring in Alexia for a workshop on this?
- What are the racial issues around affordable housing and homelessness? Bring in a speaker.

(30 min) Plan out what topics or skills do we want to focus on for 2020.

January. The candidates Forum, Jan 21, 6-8pm.

February: _____

March: _____

April: _____

May: _____

June: _____

July: _____

August: _____

September: _____

November: _____

December: _____