



**Lexington Arts and Crafts Society, Inc.
Board Meeting
May 14, 2019**

BOARD MATERIALS PACKAGE

This document contains the materials distributed to the Board prior to and at the May 14, 2019 meeting. The discussions at the meeting were informal and mainly in small groups. No decisions were taken.



**Lexington Arts and Crafts Society, Inc.
Board Meeting**

- Who:** Board of Directors; Guild Board Observers
Staff: Terumi Irizawa
- When:** Tuesday, May 14, 2019
8:30 am – 1:00 pm. (8-8:30 am informal)
- Location:** 493 Baldwin Road, Carlisle, MA (Nancy Cornelius home)
- Refreshments:** Coffee, tea, fruit, muffins; sandwiches
- Contact:** Terumi Irizawa – 781-862-9636 or 408-242-5708
- Please Bring:** Documents distributed electronically
- Meeting Purpose:** Launch the Board’s Strategic Planning Process--setting of long-term goals; development of plans to achieve them; continuous evaluation and adjustment of plans; and periodic review of goals and setting of new ones.

Desired Outcomes: By 1:00 pm we will have:

- Identified a set of possible long-term goals (5-8 years)
- Analyzed LexArt’s Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Identified and assigned next steps (refining goals, SWOT, developing strategies and actions) to committees
- Assigned board members to committees

- Agenda:**
- 8:00 Arrival; informal and social
 - 8:30 **Start.** Introductions. Overview of morning (Wayne Davis)
 - 8:45 Where do we want to be in 5-8 years? Small group discussion:
 - A. Learn** (education)
 - B. Create** (making)
 - C. Share** (exhibits, shows, sales, events)
 - 9:30 Report back and discuss
 - 10:00 Break
 - 10:10 Building & Space Needs: Presentation and Discussion (Louise Hara)
 - 10:40 SWOT Analysis (in small groups)
 - 11:45 Report back and discuss
 - 12:30 Committee assignments (2 per board member)
 - 12:40 Next steps for committees (discussion) -- *E.g.*, Refine long term goals; Identify short term (1-2 year) goals; Refine SWOT; Start planning for implementation; Brief reports/updates for June
 - 1:00 **End.**