

Proposal

Cain Center for the Arts: The Voyage of Leader-Ship

Charting the course for the future, thriving on the waves of change, enjoying the process...

Kiawah Island, SC – October 25-27, 2022

Submitted to:

Justin Dionne, Executive Director
Cain Center for the Arts

By:

Frank D. Joseph
The Joseph Group

September 9, 2022

The Joseph Group
106 N. Water Street Suite 612
Wilmington, NC 28401

704 728-1889

The Situation:

The Cain Center for the Arts is a significant cultural development serving the needs of over 300,000 people in the North Mecklenburg / Lake Norman Area. The development of the Center has taken years of planning, fundraising, design and construction and will have the inaugural season in the new facility starting in 2023. Under the leadership of Justin Dionne, Executive Director for the Center, a strong foundation has been established including the hiring of a professional staff of 8 full time professionals, part time consultants, and numerous volunteers and contributors. A number of factors are coming together to make for a successful opening of the center:

- The completion of the initial capital campaign
- Construction of a \$25,000,000 facility in the center of the community
- Rapid expansion of the staff – including hiring 3 new professionals in the last few months – for total of 8 full time
- Announcement of the inaugural season including ticket sales for the events
- Significant management and leadership challenges associated with rapid growth

Request for Proposal

Justin has asked Frank Joseph, The Joseph Group for a proposal to help design, develop, facilitate and support the team at a retreat in Kiawah Island, SC to be held October 25-27, 2022. The retreat is an opportunity for the entire staff to gather for several objectives:

1. To ensure a successful opening of the Cain Center
2. Build the competence and confidence of a staff that has essentially doubled in size in 3 months
3. Review the strategic plan and continue to translate that plan into a successful operating plan
4. Engage in goal, role and process clarification for the team
5. Identify key tactical objectives to be achieved in the short term -30, 60, 90 days
6. Build bonds of trust within the staff to achieve all of the above
7. Engage in a positive, fun, learning experience

Name of Project: Cain Center Transitions

Dates / Times:

Planning – September

Agenda Development and Logistics – Early October

Retreat Facilitation - October 25-27, 2022

Client: Justin Dionne, Executive Director, Cain Center for the Arts

Client Group: 8 Professional Staff of the Cain Center

Location: Kiawah Island, SC

Facilitator / Coach / Trainer: Frank D. Joseph, The Joseph Group

Process:

Frank will work with Justin to identify the goals for the retreat and build an agenda using a variety of facilitation tools and processes. Frank will facilitate the 3 day event to allow Justin to be an active member of the team and to provide leadership to individual members of the team. The deliverables at the end of the session are to have a clear action plan for the team and priority items for each individual on the team. This process is intended to build both high performance and high morale.

Cain Center will provide:

- Transportation to and from Amelia Island for participants (\$200 per car)
- Lodging for participants and facilitator (In kind)
- Meeting facilities for group sessions – room to accommodate 9 participants
- Food and beverages for participants (\$100-120 per person)
 - 2 Breakfast Wednesday and Thursday
 - 3 Lunches – Tuesday-Thursday
 - 2 Dinners – Casual dinner on Tuesday, Dinner out on Wednesday
- Materials for retreat (\$250)
 - Administrative support to prepare retreat materials
 - All handouts for participants – including planning documents, workshop materials, historical documents
 - 3 Flip charts and at 8 markers of different colors
 - Tape or pins for hanging flip chart material
 - Follow up documentation – plans, accountabilities, 30-60-90 day team and individual documents

Facilitator will provide:

- Planning and consulting with Executive Director for the sessions
- Preparation of agenda and additional facilitation tools for the retreat
- Prep work with participants to ensure they are prepared for the sessions
- Expert facilitation for the 3 day event to help the group provide inclusion of all participants and movement to the accomplishment of identified team and individual goals
- Transportation to and from Amelia Island
- Follow up consulting to assist Executive Director in summary of proceedings

Fees:

Assess, design and development of retreat agenda
Facilitation for the event October 25-27, 2022

\$2000 plus room and board

	Tuesday	Wednesday	Thursday
9:00 AM	Travel to Kiawah	Goals, Roles Review Vision Mission Values	30-60-90 Day Plan What do we Keep? Cut? Add?
Break			
10:30		SWOT Analysis Transition from Head in the Clouds to Feet on the Ground	Next Steps Where do we go from here?
Lunch			
1:00 PM	Welcome Goals, Roles, Guidelines, Expectations & Common Ground	Waves of Change Life Boat Drill Processes Partnerships Performance	Depart for Home
Break			
3:00 PM	Building the Team Eneagram		
5:00 PM	Wrap up	Transition to Plan- ning	
Evening	Team Cookout	Team Dinner	