

South Bay Cities Council of Governments
Retreat Proposal
Jeremy Sidell
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I. Introduction

Jeremy Sidell specializes in assisting organizations conceptualize and implement programs and initiatives across a broad spectrum of strategic areas. These include strategic planning, personal development and staff training, board support, campaign creation, new business and revenue generation, publicity and branding. Projects are designed to create specific measurable outcomes through training, strategic planning, special events, marketing campaigns, and community engagement.

With nearly twenty years of progressive executive leadership in the non-profit sector, Jeremy Sidell successfully leverages your internal staff, board, volunteers, vendors, and other resources to create a customized and cost-efficient solution to your organization's needs.

II. Compensation

Compensation for the services to be rendered is \$2,000 as described in the scope of work below. The rate of \$2,000 is all inclusive of the activities required to be executed by Consultant including time, labor, office materials, phone, and travel.

III. Goals/Objectives

The scope of this agreement includes planning and execution of a day long retreat for the staff and management team of the South Bay Cities Council of Governments on Monday, July 17 from 9:30 AM to 3:30 PM. The retreat will feature interactive discussions and activities designed to foster team work, understanding, strong communication, and empathy. Client and Consultant will meet to discuss and solidify specific schedule and focus areas within two weeks of the start date of the consulting arrangement. A second follow up meeting is included two weeks out from the retreat date if desired. Consultant is also available between the effective date of this agreement and the retreat for additional discussion and planning.

IV. Scope of Work

The following components are included within the Agreement, but may be modified upon agreement.

Planning:

- Meet with SBCCOG Executive staff and others to present a general plan for the day and set specific measurable goals.
- Plan and prepare all activities, create an agenda for the day, and provide additional, relevant literature as appropriate.

Day of Execution:

- Arrive at 8:30, set up all activities and necessary supplies.
- Facilitate all activities, lead group discussions, maintain schedule.

Follow Up:

- Provide summary of any notes and general thoughts from the day.
- If requested, meet with SBCCOG Executive Director and Deputy Director to debrief and create actionable follow up opportunities for staff.