

# Topic 16: Meeting and Communication

## Strategic Direction Review Meeting

At this point in the transition planning guide, you have completed the strategic direction section. This is an appropriate time to schedule a meeting to share your progress and make any necessary changes to your plan.



### PLANNING POINTERS:

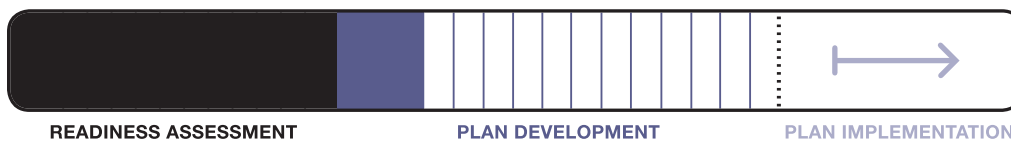
- You may want to include the management team, the retiring generation, and the succeeding generation. Other people can attend as you see fit.
- There is a sample agenda for this meeting included in the appendix section of this guide on page 277.



### WHAT TO WATCH FOR:

- There could be some differences of opinion and therefore, disagreement and conflict.
- Consider using an external facilitator if you are concerned about the potential for conflict.

## Planning progress



# Transition Planning Meeting Agenda

## Strategic Direction Review Meeting

Date:

Time:

In attendance:

### 1. Administration:

- a. meeting chair and function
- b. notes recorder
- c. decorum (optional)

### 2. Review previous meeting notes.

### 3. Purpose of the meeting:

- a. Review overall progress in transition plan since last meeting.
  - i. Make a plan to catch up in areas that are lagging behind (if needed).
- b. Review the farm's progress specifically in the strategic direction phase of the transition plan.
- c. Address other concerns as needed.

### 4. Where things are at:

- a. personal, family and farm
- b. general discussion and questions

### 5. Plan development specifics:

- a. Are we on the same page when it comes to values, strategies, and risk tolerance?
- b. Will our action plan take us where we want and need to go?
- c. Make a plan to address disagreements (if needed).
- d. Conduct a general discussion and answer questions.

### 6. Concerns and issues:

- a. general discussion and questions

### 7. Timelines:

- a. Assign responsibilities with due dates.
- b. Set next meeting time.

### 8. Adjourn