



Virginia Board for People with Disabilities

Mission

To create a Commonwealth that advances opportunities for independence, personal decision-making and full participation in community life for individuals with developmental and other disabilities.

Vision

Virginians with developmental and other disabilities direct their own lives and choose how they live, learn, work, and play.

Retreat Agenda

**Hilton Hotel – Short Pump, 12042 West Broad Street, Richmond, VA 23233
Capital Room E**

The best way to prepare for the retreat is to review information in the Board packet, especially the summary of the public input data for each area of emphasis. You may want to start thinking about how you would answer the questions provided below, but do not feel like you need to “have it figured out.” The agenda supports robust discussion and collaborative decision-making and will result in recommended activities for the five-year plan.

Day 1: September 9, 2025

Goal: Prioritize the areas of emphasis for the five-year plan and discuss ideas of what we would like to achieve in each area.

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|--------|---------------------------------|
| 8:30am | Check-In and Settling In |
| | Breakfast will be provided |
| 9:00am | Welcome from Board Chair |

Getting to Know Each Other

Each Board Member will briefly share with the large group:

- Name
- Lived Experience and/or Professional Role
- What is one new thing you have done for the first time this year?

At your tables, Board Members will share one picture (you can show this on your phone or device, or bring a printed photo) that tells something about you **or** your life.

Break

Area of Emphasis World Café

Small group discussion for each area of emphasis (board members will choose three to discuss). Questions to consider:

- ◆ What do we want to see for this area of emphasis?
- ◆ What is currently going well (including things that are already happening that we can build upon)?
- ◆ What are existing barriers and/or challenges?

Activity Notes:

There will be three rounds of small group brainstorming. During each round, Board Members can choose which area of emphasis they want to discuss and join that small group brainstorming (all 10 areas of emphasis will be available to discuss). After a limited time to review the public input (about five minutes), groups will talk about these questions (based on the public input and Board Members' own experience and expertise).

Someone in the group will take notes on a worksheet provided. The next group (during the next rounds) will review these notes, and then will add their thoughts to the worksheet. At the end of the three rounds, the facilitators will review all of the notes to prepare to share with the larger group.

12:15pm

Lunch and Networking

1:00pm

Identifying Areas of Focus

Highlights from the small group brainstorming and Board voting for areas to prioritize.

Activity Notes:

The facilitation team will share highlights from the small group brainstorming for each area of emphasis and will guide a reflection with the full Board.

Based on this discussion, Board Members will use dot stickers to vote for the areas of emphasis they feel are most strategic to include in the five-year plan.

Break

Finalizing Areas of Focus

Activity Notes:

The Board will review and reflect on the votes and will reach an agreement on which areas of emphasis will be prioritized for continued discussion and planning (during the rest of the retreat).

Area of Emphasis Activity Brainstorming

Individual brainstorming questions to think about:

- ◆ What would you like the board to achieve in this area of emphasis?
- ◆ What would you like to see changed in this area?
- ◆ In five years, what do you hope has happened or is different in this area?

Activity Notes:

Each Board Member will share their ideas or goals for each of the areas of emphasis that are prioritized. This will be an individual activity, where Board Members will write their ideas about what they would like to see changed/different in five years. These ideas will be themed and shared for the day two discussion.

Reflection and Wrap Up

Discussion about the day and any important things to keep in mind before day 2 will be the final activity before the retreat day 1 adjourns.

4:00pm

Adjourn Day 1

Day 2: September 10, 2025

Goal: Develop recommended key activities for the five-year plan.

8:45am **Check-In and Settling In**

Breakfast will be provided

9:00am **Recap and Reflections**

Activity Notes:

The facilitation team will recap the discussion and decisions made on day 1. Board Members are encouraged to share any thoughts or reflections they may have thought about overnight.

Key Activities World Café

Small group discussion for each of the prioritized areas of emphasis (board members will choose three to discuss). Questions to consider:

- ◆ What actions would need to happen in this area to see the changes the Board/people with disabilities and their families want?

Activity Notes:

There will be three rounds of small group brainstorming. During each round, Board Members can choose which area of emphasis they want to discuss and join that small group brainstorming (only the areas of emphasis prioritized by the end of day 1 will be discussed). Themes and ideas of what the Board would like to see in each of the areas prioritized will be provided.

Someone in the group will take notes on a worksheet provided. The next group (during the next rounds) will review these notes, and then will add their thoughts to the worksheet. At the end of the three rounds, the facilitators will review all of the notes to prepare to share with the larger group.

Break

World Café Report Out

Activity Notes:

The facilitation team will share a brief review of the key activities highlighted in the selected areas of emphasis. Board Members can reflect and add any additional thoughts.

11:30am **Lunch and Networking**

12:15pm Key Activity “Donut” Discussion

Small group brainstorming. Board Members will choose one area of emphasis. Questions to consider:

- ◆ Which of these activities should the board do?
- ◆ Which of these activities should be done in collaboration and coalition?
- ◆ Which of these activities are not within the scope of the board?

Activity Notes:

Board Members will form small groups for each of the selected areas of emphasis. There will only be one round of discussion. During this discussion, each small group will review the key activities that were noted during the morning’s World Café. The group will take notes on a provided template and be prepared to share with the larger group.

Donut Report Out

Activity Notes:

Each group will share (briefly) the key activities they recommend the Board should do/prioritize from their area of emphasis. The larger group will reflect and discuss.

Wrap Up and Next Steps

Activity Notes:

Discussion for the five-year planning will wrap up with a brief reflection, and the VBPD staff will share the next steps for the plan development.

2:15pm Break

2:30pm Business Meeting

3:00pm Adjourn



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Board Meeting Agenda

September 10, 2025 – Hilton Hotel – Short Pump, 12042 West Broad Street, Richmond, VA 23233

2:30	FULL BOARD CONVENES – Location: Capital Room E
2:30	Welcome, Call to Order, Allison Coles-Johnson
2:35	Review Housekeeping Notes
2:37	Approval of June 5, 2025, Board meeting minutes, ACTION REQUIRED (Attachment BD 1) , Allison Coles-Johnson
2:38	VBPD Updates
2:43	Public Comment
2:45	Approval of Dental RFP, ACTION REQUIRED (Supplemental Packet)
2:50	Approval of Self-Advocate Scholarship Funding Request from Bright Center, ACTION REQUIRED (BD 2)
2:55	Other Business
3:00	Adjourn