

August 4, 2014

Patty Hickok  
Patty Billingsley

Re: Proposal for 2015 NHRMA Board Retreat

Dear Patty & Patty,

Thank you so much for asking me to assist with the NHRMA Board retreat in early 2015. I am happy to bring my expertise in group facilitation to ensure NHRMA remains a vital part of the Human Resources landscape in the Pacific Northwest.

Based on our conversation I took away the following:

- The organization is at a cross roads.
- A goal is for NHRMA to be a sustaining and relevant organization.
- A review and possible revision of the Mission, Vision, and Values is in order.
- Based on the Mission, Vision and Values dialogue there is a high likelihood that a new Strategic Vision and related Strategic Plan will be needed.
- The retreat needs to be outcome driven with a tone of excitement, creativity and engagement.

Project Scope:

- Delivery of customized planning, development, group facilitation and follow up
- Total Audience: 10-15
- Time of Delivery: Possibly Friday evening ice-breaker activities and initial work to extend to a full day on Saturday.
- Exact scope as to hours and deliver times to be determined but to include at least 4 hours on Saturday with the possibility to include 2-3 hours Friday night and additional time on Saturday afternoon.

Deliverables:

Conflict Management Strategies, Inc will be responsible for:

- Delivering Customized Group Facilitation.
- Authorizing Materials to include pre-retreat surveys and workshop/facilitation materials
- Summarizing Group Work



NHRMA will be responsible for:

- Coordinating dates and times with Conflict Management Strategies, Inc.
- Reproduction of Materials
- Providing flip charts & easels
- Providing a training room and AV equipment

Investment:

Rate: Non-Profit Discount

Range-rate (3-4 hours) \$1,800

Full day rate (up to 8 hours) \$2550

Both Friday Night and Saturday Full day: 4,500

Assumes delivery in 2015.

I look forward to working with you. I am happy to discuss any aspect of this proposal with you and the Board.

Sincerely,

Carol Bowser

