

**Convening Agenda**  
**IMLS Grant**  
**“Staying in the Game: Engaging Retired Museum Professionals in  
Service to the Field”**

**Monday, October 24, 2016**  
**8 a.m.- 3:45 p.m.**  
**State Ballroom, Crowne Plaza, Oklahoma City**

**8 a.m. – 9:45 a.m.**

- 1. Welcome and Introductions**, Monta Lee and Pat (15 minutes)
- 2. Review Calendar**, Pat (15 minutes)
- 3. Review the Day’s Agenda**, Pat (10 minutes)
- 4. Charles Middleton, Oklahoma City SCORE Vice Chair** (20 minutes)  
The group will have an opportunity to hear first-hand about SCORE’s mentoring program and ask questions. Mr. Middleton is a retired educator who describes himself as a “volunteer board junkie.” He has a keen interest in helping people over the age of 50 avoid failure.
- 5. Roles and Work Products**, Pat (10 minutes)
  - Roles:
    - Think Tank Participants are in the lead producing the work products.
    - Advisors will comment and guide and participate with work products as necessary or desirable
    - Think Tank Participants lead/serve on task groups for specific projects
  - Products:
    - Elements of the work products will be discussed based on project template
- 6. General Discussion on the Possible Projects Mentioned and/or Discussed to Date**, Steve (30 minutes)  
The grant application mentions several possible projects: mentoring, museum volunteer match program, social media outlets, training services, blogging, conference scholarships, retiree locator and senior awards.

**9:45-10 a.m.: BREAK** (15 minutes)

**10 a.m.- 12 noon:**

- 7. Brainstorming: Determine the Final List of Projects**, Steve (2 hours)

**12 noon- 1 p.m.: LUNCH**

Box lunch will be provided in the meeting room.

**1 p.m. – 2:00 p.m.**

**8. Defining a Specific Project or Product, Steve (1 hour)**

(May work as a group or in break-outs)

- How they would be implemented and tested
- Who will be in charge of a task group; who will be involved with a task group
- How to further identify retirees in region, how to communicate with them, how to implement surveys

**2:00 - 2:15 p.m.: BREAK (15 minutes)**

**9. Surveys, Pat (20 minutes)**

- Based on feedback and discussion from the previous agenda item, resolve the following:
  - What is the data collection structure?
  - What are the best ways to implement communications and surveys? Centralized function or one dispersed among task groups? Combination?

**2:45 – 3:45 p.m.**

**10. Work Plan (1/2 hour)**

Emphasis on communication and surveying

**11. Refine/revise calendar if necessary (10 minutes)**

**12. Additional thoughts on the Round Table discussion scheduled for Tuesday, Oct. 25 (10 minutes)**

**13. Concluding thoughts and comments (10 minutes)**

(Note: If additional meeting time is needed we will meet in the Presidential Suite from 3 to 4:15 p.m. after the round table)