Purpose
Board members, agency liaisons, and executive staff of USA-NPN will make decisions about the organization’s strategic direction and organizational development in order to achieve its next level of effectiveness and sustainability.

Outcomes
USA-NPN will have a strategic plan agreed to by board and staff, an identified organizational structure and governance that most effectively supports its goals, a plan to ensure follow-up with agency meeting participants, and an action plan to guide board and staff in implementing strategic decisions.

Agenda
Tuesday, May 3, Board Room, National Geographic Society, 9:00 a.m. – 5:00 p.m.

USA-NPN Organizational Development, 9:00 a.m. – 3:00 p.m. – Leni Wilsmann
- Overview and introductions
- Organizational development framework
- Situation analysis
  - Break
- USA-National Phenology Network business discussion
  - Lunch
- Strategic plan – review and discussion
  - Break

Agency Meeting Preparation, 3:15 – 5:00 p.m. – Julio Betancourt and Jake Weltzin
- Purpose
- Process
- Participants and their anticipated needs
- Board of Directors’ role
- Tough questions
- Adjourn
Wednesday, May 4, North Cafeteria, National Geographic Soc., 8:30 a.m. – 4:00 p.m.

*Federal Agency Meeting, 8:30 – 2:00 – Leni Wilsmann*

Agenda is posted on meeting web page, [http://www.usanpn.org/ails](http://www.usanpn.org/ails)

*Agency Meeting Debriefing, 2:00 – 4:00 p.m. – Leni, Julio, and Jake*

- What did we hear?
- Commitments made
- Follow-up required
- Adjourn

Thursday, May 5, Board Rm., National Geographic Soc., 9:00 a.m. – 3:00 p.m. – *Leni*

- Agency meeting implications and follow-up
  - Needs and opportunities
  - Impacts on USA-NPN business
  - *Break*
  - Impacts on USA-NPN strategic plan
  - Agency follow-up plan
    - *Lunch*
  - USA-NPN structure and governance
- Short-term action plan for board and staff
- Adjourn