

**Sien Lok Society Historical Scan  
May 25, 2002 & Where**

Time	Agenda Item	Presented by
9:30am (30 min)	Set up & prep Session, physical space, food, music, etc	
10:00am (30 min)	Mix & mingle -directors to meet & greet	
10:30 (10 min)	Allen to open meeting with a welcome & direct people to seats Introduce current board of directors & update on current state of Sien Lok -housekeeping, take breaks as needed	Allen
10:40am (5 min)	Ray to say a few words of support	Ray
10:45am (5 min)	Intro <ul style="list-style-type: none"> <li>• in order to figure out where we would like to go, we need to know where we have gone -&gt; facilitate a historical scan session – What is that? Outline visual agenda</li> <li>• What we as a group have accomplished &amp; celebrate some of those accomp.</li> <li>• At the end of this exercise we should have a complete timeline &amp; history of Sien Lok. Someone new to SL should be able to go through the results and explain what SL is all about</li> <li>• Working assumptions</li> </ul>	
10:50am (10 min)	Expectations <ul style="list-style-type: none"> <li>• Will try to address your expectations &amp; parking lot those we can't</li> </ul>	
11:00am (45 min)	Historical Scan – remembering the past <ul style="list-style-type: none"> <li>• What have been some of the key events of SL in the past X years? Event &amp; date</li> <li>• Brainstorm your ideas on the notepads in front of you. Feel free to discuss items amongst yourselves to refresh your memories.</li> </ul>	
11:45am (15 min)	Review the exercise. Someone to set up the food in the meantime.	
12:00pm (60min)	Lunch	
1:00pm (45 min)	Partner into groups & write these onto cards -idea is to eliminate overlap & honour diversity	
1:45pm (30 Min)	Put up cards on the wall -what picture forms as we do this?	
2:15pm (15min)	Review the exercise	
2:30pm (30 min)	Reflection <ul style="list-style-type: none"> <li>- What have been really key events?</li> <li>- What have been high points?</li> <li>- What have been low points?</li> <li>- What have we learned?</li> <li>- If you were to pull this together into a story of our journey,</li> </ul>	

	<p>what would be the story say?</p> <ul style="list-style-type: none"> <li>- What does this tell us about who we are and where we need to go in the future?</li> <li>-</li> </ul>	
3:00 (30min)	<p>Conclusion</p> <ul style="list-style-type: none"> <li>- What were some of the things we actually did?</li> <li>- What were some of the words or phrases that you heard?</li> <li>- What were high or low points for you?</li> <li>- Where did you laugh?</li> <li>- Where was the group at the lowest?</li> <li>- What did we accomplish?</li> <li>- What didn't we accomplish?</li> <li>- How are you different now?</li> <li>- What will you do differently as a result of this experience</li> </ul>	
3:30 (5 min)	Review expectations	
3:35pm (5 min)	Thank them for participating. Results of today's work will be printed & distributed to them.	
3:40pm	Last minute mingling	
4:00pm	Clean up and take down	

Pick up beverages, snacks & lunch for 50

Set up beverages & food

Set up tables & chairs for 50 + food table + show & tell table

Music

Door Prizes

Laptop & printer & paper

Video camera & stand

Digital camera & disks

TV/VCR & electrical cords

2 Flipchart paper & stands

400 Index cards

Several boxes of markers

Sticky backing

Sien Lok past minutes

Sein Lok historical records

Photo albums, newspaper clippings, past minutes, newsletters, financial statements etc.

Sien Lok newsletter

Video & picture waiver forms

Sign in sheets