

Children, Youth, and Families Collaborative Commission
Annual Planning Retreat | Wednesday, May 14, 5:30PM – 8:30PM ET
4850 Mark Center Dr., Alexandria, VA 22311, Lobby Level Cafeteria

Retreat Objectives

1. **Build Connection:** Foster authentic relationships and engagement among commissioners through interactive activities.
2. **Define Priorities:** Identify and align key milestones to guide development of the next 5-year Children & Youth Community Plan (CYCP).
3. **Clarify Roles:** Ensure each commissioner leaves with a clear understanding of their individual responsibilities in advancing the work.
4. **Map the Journey:** Establish shared understanding of the process and timeline for co-creating the new CYCP.

Agenda Wednesday, May 14, 2025 | 5:30 – 8:30 PM ET

Time	Agenda Item	Purpose
5:30 – 5:45 PM	Welcome + Opening Intentions	Ground the group in purpose and set the tone for collaborative, action-oriented work.
5:45 – 6:15 PM	Interactive Connection Activity	Build trust and connection through a fun, intentional group activity that gets everyone talking and engaged.
6:15 – 6:23 PM	What Is CYFCC? A Refresher on Roles & Responsibilities	Quick review of the commission's functions and duties to level-set understanding and ensure alignment.
6:23 – 6:38 PM	The Road Ahead: Process for Shaping the Next CYCP	Walk through the planning process, timeline, and guiding principles that will shape the new 5-year plan.
6:38 – 7:15 PM	Milestone Mapping	In small groups, identify and prioritize milestones for the year. Come together to align and synthesize key dates and deliverables.
7:15 – 7:35 PM	Commissioner Commitments	Review workstreams, roles, and expectations. Each commissioner names how they will contribute to the process.
7:35 – 8:15 PM	Building the Roadmap Together	Co-create the engagement strategy, communications rhythm, and decision-making norms for how the work will move forward collaboratively.
8:15 – 8:30 PM	Close + Commitments Recap	Final reflections, commitment summary, and next steps. Express gratitude and energy for the work ahead.