

# New Executive Director Institute 2024

October 29 – 30, 2024 | Alexandria, VA



## DRAFT Schedule and Agenda

**October 29, 2024**

<b>Time</b>	<b>Topic</b>
8:00am – 9:00am	<b>Breakfast</b> <i>(Provided at O'Grady Conference Center)</i>
9:00am – 9:30am	<b>Welcome, Introduction of Facilitators and Attendees</b>  <i>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</i> <i>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</i>
9:30am – 10:00am	<b>Community Action Purpose, Context, and Models</b>  <i>Discussion of the unique aspects of Community Action and its potential.</i>  <i>Jeannie Chaffin, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</i>
10:00am – 11:00am	<b>Community Action Advocacy</b>  <i>Community Action leaders are engaged in advocacy and lobbying efforts at the local, state, and federal levels. This session will provide an opportunity to learn about the National Community Action Foundation (NCAF), and its role in representing the funding and policy interests of CAAs before Congress and the Executive Branch. Attendees will hear directly from David Bradley on the current and expected political landscape and legislative activities.</i>  <i>David Bradley, Chief Executive Officer and Co-Founder, National Community Action Foundation</i>
11:00am – 11:15am	<b>Break</b>
11:15am – 12:00pm	<b>Challenges of Leading in Today's Environment</b>  <i>During this time, we will begin to unpack some of the common challenges and opportunities leaders are experiencing.</i>  <i>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</i>
12:00pm – 1:00pm	<b>Lunch Session and Networking</b> <i>(Lunch Provided)</i>
1:00pm – 2:30pm	<b>Board Governance with Allison Ma'Luf, CAPLAW</b>  <i>During this session, Allison Ma'Luf, CAPLAW Executive Director and General Counsel, will provide an overview of the unique aspects of Community Action board governance using common scenarios encountered by Community Action leaders.</i>  <i>Allison Ma'Luf, CAPLAW Executive Director and General Counsel</i>

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2:30pm – 2:45pm	<b>Break</b>
2:45pm – 3:45pm	<p><b>Community Action Financial Leadership for Executives</b></p> <p><i>Financial management and leadership topics related to board governance and agency operations will be highlighted. Facilitators will share resources and best practices and attendees will have an opportunity to raise questions.</i></p> <p><b>Denes Tobie, CPA, Partner, Wipfli LLP</b></p>
3:45pm – 5:00pm	<p><b>Experienced Community Action Executive Panel</b></p> <p><i>This session will provide an opportunity for attendees to hear from a seasoned Community Action leader and ask questions.</i></p> <p><b>Andrea Thomas, President &amp; CEO, United Planning Organization, Washington, D.C.</b></p>
5:00pm – 5:30pm	<p><b>Peer Connection and Special Topics</b></p> <p><i>Attendees will have an opportunity to engage with peers and discuss leadership challenges and opportunities encountered since stepping into their roles.</i></p>
5:45pm – 7:00pm	<b>Wipfli Reception</b>

## October 30, 2024

Time	Topic
7:45am – 8:30am	<b>Breakfast</b> <i>(Provided at O'Grady Conference Center)</i>
8:30am – 9:00am	<p><b>Outreach, Marketing, and Fundraising</b></p> <p><i>This time will provide an opportunity to learn and discuss Community Action branding tools and share best practices for marketing and fundraising.</i></p> <p><b>Denise Harlow, CCAP, Chief Executive Officer, National Community Action Partnership</b></p>
9:00am – 10:30am	<p><b>Centering Racial Equity</b></p> <p><i>During this session, participants will learn about the intersection of equity and the Community Action mission, NCAP's equity journey, and strategies and resources for applying the racial equity lens to this moment.</i></p> <p><b>Tiffney Marley, CCAP, NCRT, Senior Vice President Practice Transformation, National Community Action Partnership</b></p>
10:30am – 10:45am	<b>Break</b>

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10:45am – 11:45am	<p><b>Working with your State Association and State CSBG Office</b></p> <p><i>Learn more about the value and benefits of collaborations between CAAs and the State CSBG Office and what is possible when the state Community Action Association and State CSBG Office work together.</i></p> <p><b>Cheryl Williams</b>, Executive Director, National Association for State Community Services Programs</p>
11:45pm – 1:00pm	<p><b>Lunch (On your own)</b></p>
1:00pm – 1:45pm	<p><b>Human Resources, Talent Management, and the Community Action Workforce</b></p> <p><i>Human capital is the most important resource the organization has. This session will create space for attendees to discuss current talent management challenges and share best practices to improve recruitment and retention strategies.</i></p> <p><b>Jeannie Chaffin</b>, CCAP, Special Advisor to the National Community Action Partnership, Principal, Jeannie Chaffin, LLC</p>
1:45pm – 2:30pm	<p><b>Creating a Data Culture</b></p> <p><i>How do we as leaders build an organizational culture that uses data to be good and not just look good? Many Community Action leaders are finding new ways to move from a funder-centered data approach to one that is more community-centered and focused on learning.</i></p> <p><b>Maribeth, Schneber-Rhemrev</b>, CCAP, PMP, NCRT, Director, Organizational Capacity Building, National Community Action Partnership</p>
2:30pm – 3:00pm	<p><b>Community Action Leadership Supports and Resources</b></p> <p><i>During this time, we will highlight NCAP resources for leaders and agencies to use to build capacity and pursue excellence.</i></p> <p><b>Maribeth, Schneber-Rhemrev</b>, CCAP, PMP, NCRT, Director, Organizational Capacity Building, National Community Action Partnership</p>
3:00pm – 3:30pm	<p><b>Final Reflections &amp; Adjourn</b></p>

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