

SCOPE OF WORK

KAREN HEVEL-MINGO, FACILITATOR

CENTRAL WASATCH COMMISSION (CWC) ANNUAL BOARD RETREAT
NOVEMBER 1ST, 2024

SCOPE OF WORK: Facilitation services including –

- Planning
- Process design to achieve CWC goals and objectives
- Four pre-retreat meetings with CWC staff
- Facilitation for one day meeting focused on key topics as identified by CWC staff
- Co-creation of agenda and small group discussion questions in collaboration with CWC staff

DELIVERABLES: Retreat summary report

FEES:

Facilitation, planning including in-person meetings with CWC staff and Process Design	\$3,250
Summary Report	\$250
Total	\$3,500
