INMED 2023 Strategic Planning Retreat Agenda,
Tue-Wed, June 20-21
~ Vision & Process ~

Meeting Link:
https://us02web.zoom.us/j/82458869400?pwd=MytpSVN1RG8yNU9mSnUvUkVkQzF6QT09 Password: INMED

Meeting location:
Research College of Nursing. 2525 East Meyer Blvd., Kansas City, MO 64132.
This is the church-looking building directly across the street from Research Medical Center's south entrance. Look for a brick building with white pillars. Parking entrance is off Meyer Blvd. Parking and the main door are at the back of the building, and you'll have to press the button to be buzzed in by Nick at the front desk. INMED is meeting in room 310 on the third floor.

Tuesday June 20

9:00   Gather at South Main Entrance to Research Med Center, corner of Prospect Ave and Meyer Blvd.

9:15   My journey with INMED: Doug Smith dougjudismith@gmail.com
https://missionhealthcenter.org/blog

9:45   INMED mission & history (Nicholas)
INMED values & company culture (Todd)
Faith & INMED (Nicholas)
Activity structure, leadership structure, & measuring outcomes (Nicholas)

10:15   Financials year to date and comparisons (Todd)

10:30   New ideas: What should we start doing?
Think outside the box. No idea or suggestion is off the table.
How can we better represent Christ to our customers?
Generate a list of ideas.

11:15   Team Meetings: Academic & CME
Review of each important element of your work using SWOT:
- Strengths currently
- Weaknesses currently
- Opportunities/Objectives/Innovations
- Timetable and responsible person for each objective
Ask: "What can be better? What should be stopped?"
Generate a list of Action Item

12:30   Lunch in Brookside
        Share with the other team your team's Action Items

2:00   Team Meetings: Academic & CME
        Discuss each person's Job Description and edit as needed
        Upload the edited Job Descriptions to the Job Description folder

2:45   HR policies (Todd)
        - Employer-employee relationship principles
        - Work hours expectations and urgent communications
        - In the office on Tuesdays, especially the 1st and 3rd
        - How to track PTO use
        - Employee benefits and benefits enrollment
        - Bonuses
        - Managing grievances
        - 90-day notice for departing employees
        - Care of INMED physical and intellectual property
        - Time away and urgent communications

3:30   Conclude

Wednesday June 21

9:00   Devo by Scott Armistead

9:30   INMED Workflow Guidelines (Nicholas)
        - US military concept: Centralized strategy, Decentralized control
        - Concept of Continuous Quality Improvement (CQI)
        - Create written protocols for our work
        - Role redundancy: train another team member to do your job
        - Keep Dropbox files and folders uber organized
        - Delete unnecessary files
        - Respond to email messages within 1 day max
        - Delete irrelevant email from Outlook
        - Branding: logo, font (web & print: Raleway Medium. Email: Arial)
        - Photo format is jpeg. Video format is mp4
        - Online meeting etiquette: lighting, sound, clothing, background
        - The INMED calendar is the Outlook calendar
        - Expectations for Monthly staff meetings and Tuesdays in the office
        - Once each quarter out of office lunch (Schedule these now)

10:00   INMED Tech (Todd) – Purpose, tips, assistance (What's That App?)
        - WordPress – Liz, Leda, Nicholas

- Xero – Todd, Liz
- ExpressVPN – Liz
- LastPass (Keep it organized) – Todd
- LearnDash – Leda, Nicholas
- Microsoft Office – Todd
- CE database – Val, Leda, Todd,
- Neon CRM (whom to add?) – Liz, Leda
- Gusto – Todd
- JotForm – Leda, Val
- MailChimp – Liz, Leda
- Dropbox – Todd
- INMED Events management system – Liz, Leda
- Grasshopper – Liz
- Zoom – Todd

10:30 Computer Wellness and Cybersecurity (Nicholas)
- Every week:
1. Run Disk Utility (First Aid) from Applications folder
2. Run [Malwarebites](#)
3. Check junk folder
4. Check App Store for updates, including OS updates
5. Check MS Office for Updates (click Help from MS office app)
6. Restart your computer
7. Air blow computer and wipe down keyboard and body
8. Backup to external drive
9. Protect from extreme heat and cold
- How to spot malicious messages
- Contact Apple Support for most questions
- Personal Apple ID
- Ownership of INMED computer data.
- Never erase your computer
- Personal data on INMED computers
- Password confidentiality and security
- Report any potential security breach
- Computer Use Policy

11:00 Flex time

11:30 Lunch in the Board Room

12:00 Depart for KC Zoo!!

3:00 Conclude