

Topic 11: Meeting and Communication

Readiness Assessment Review Meeting

At this point in the guide, you have completed the core of the readiness assessment. This is an appropriate time to schedule a meeting to share your progress and make a decision about whether or not to proceed with the rest of the transition planning process.



PLANNING POINTERS:

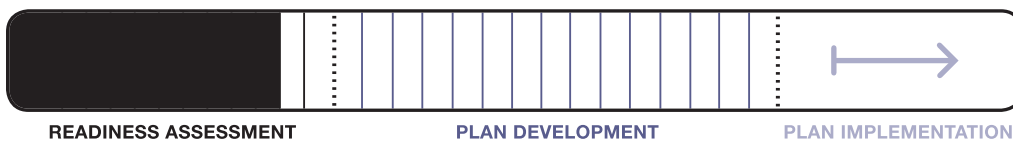
- You may want to include the management team, the retiring generation, and the succeeding generation. Other people can attend as you see fit.
- There is a sample agenda for this meeting included in the appendix section of this guide on page 237.



WHAT TO WATCH FOR:

- There could be some differences of opinion and therefore, disagreement and conflict.
- Consider using an external facilitator if you are concerned about the potential for conflict.

Planning progress



Readiness Assessment Review Meeting

Date:

Time:

In attendance:

- 1. Administration:**
 - a. meeting chair and function
 - b. notes recorder
 - c. decorum (optional)
- 2. Review previous meeting notes**
- 3. Purpose of the meeting:**
 - a. review the farm's readiness for transition planning
 - b. make a decision whether to proceed or not
 - c. address other concerns as needed
- 4. Where things are at:**
 - a. personal, family and farm
 - b. general discussion and questions
- 5. Transition Planning specifics:**
 - a. discussion and decision on whether to proceed with transition planning process:
 - i. Use go/no-go decision and statement of intent exercises.
 - b. Will the management team use an advisor/consultant during the process?
 - i. If so, who?
 - ii. How will the communication processes be structured in regards to transition planning?
 - c. General discussion and questions
- 6. Concerns and issues:**
 - a. general discussion and questions
- 7. Timelines:**
 - a. Assign responsibilities with due dates.
 - b. Set next meeting time.
- 8. Adjourn**