

March 7, 2023

Kelly Pahle  
Chair, Environmental and Sustainability Board  
City of Hendersonville  
Via email: [kpahleesb@gmail.com](mailto:kpahleesb@gmail.com)

Dear Ms. Pahle:

This letter is to serve as a proposal for Fountainworks to provide consulting services to support the City of Hendersonville's Environmental and Sustainability Board's upcoming visioning and strategic planning retreat. Following is the scope of work and fees for this project.

### ***Project Understanding***

**Overview:** The Environmental and Sustainability Board

This Board will be convening for a half day visioning and strategic planning retreat on May 18<sup>th</sup>. Fountainworks will design and facilitate the workshop working with the Board chair. Fountainworks will provide summary report and strategic plan framework for the Board to utilize coming out of this workshop.

### **Fountainworks Scope of Work:**

#### 1. Retreat Planning and Documents Review (March 2023 – May 2023)

##### *Participants*

- ✓ Board Chair
- ✓ Board members
- ✓ Fountainworks
- Finalize project outcomes and deliverables
- Develop 'light' pre-work for Board members to complete before workshop
- Begin planning logistics for Board Retreat
- Develop workshop meeting plan and materials

#### 2. Board Retreat (May 2023)

##### *Participants*

- ✓ Board members
- ✓ Designated staff from City of Hendersonville
- ✓ Fountainworks
- Set strategic vision and priorities moving forward to help focus the Board and enable staff to align resources with priorities
- Identify measurable and manageable outcomes

3. Develop Workshop Summary and Strategic Plan framework (May - June 2023)

*Participants*

- ✓ Fountainworks
- Fountainworks develops workshop documentation.
- Debrief meeting with Board Chair and Fountainworks

## Fees

***Our fee for this work is \$5,350 inclusive of all materials and travel expenses, billed at cost.*** Upon approval of this proposal, Fountainworks will invoice ½ project fees. Upon completion of the total project, Fountainworks will invoice the remaining fees.

Thank you for the opportunity to submit this proposal.



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Warren Miller  
Fountainworks