

# Board101

Practical training & support for CEOs as they establish a board

The Wallace McCain Institute's mission is to "help entrepreneurs have a better chance of success". To that end, a meaningful role for WMI is to help a select group of founders, CEOs and successors establish a board of directors or advisors. Board101 is designed to support CEOs through the steps to design, prepare and hold a first board meeting. The program is designed to hold participants accountable to making progress between meetings.

*"I am ready to take this to a new level and need a group of trusted advisors around me as I make critical decisions."*

*"I have a strategic plan, but it is too easy to get off track. I need a group to hold me accountable to my strategy."*



*"I have been told by investors / suppliers / partners to establish a board, but I have no idea how to start."*

*"I am taking over the family business and a board would provide needed separation between me and Dad."*

## 2016-17 TOPICS AND SCHEDULE

The program starts with a 2 day training retreat that covers a comprehensive range of topics related to boards. After the first session, the subsequent meetings will be one day sessions that walk participants through a three step process to form a board. The program concludes with a debrief on the first board meeting. The pace of the one day sessions is matched to the amount of time needed to complete the practical "homework" assignment that will propel the members forward in the creation of their boards.

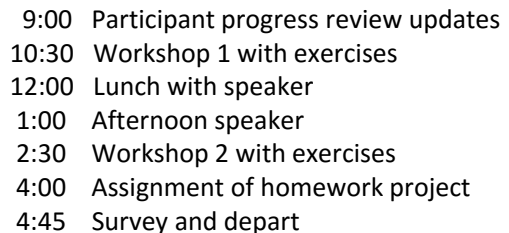
Date	Content	Homework
September 13 <sup>th</sup> @7PM - 15 <sup>th</sup> @5PM	Foundation – An overview of the entire program <ul style="list-style-type: none"> <li>• Types of boards</li> <li>• Authority and skill mix of directors</li> <li>• Getting the most out of a board</li> </ul>	a) Respond on all the points raised in the outline b) Describe the ideal chairperson and possibly thinking of some names.
October  TBD 10-21 <sup>st</sup>	Step 1 – Filling the chairman role <ul style="list-style-type: none"> <li>• What makes the ideal chair?</li> <li>• How to you approach and entice a chair?</li> </ul>	a) Finalize the approach to a chair b) Pitch to the chair candidate and ideally secure their commitment
November TBD 7 – 20 <sup>th</sup>	Step 2 - How to work with your Board <ul style="list-style-type: none"> <li>• Macroplan and meeting agendas</li> <li>• Board meeting briefing material</li> <li>• Monthly updates</li> </ul>	a) Finalize the macroplan b) Populate the remaining board positions
February TBD	Step 3 – Preparing for the first meeting <ul style="list-style-type: none"> <li>• Prepare the agenda and the chair</li> <li>• Content of the first meeting package</li> <li>• Meeting flow and managing contributions</li> </ul>	a) Schedule the board meeting b) Complete and distribute the board material c) Hold the first board meeting
June TBD	Debrief – Results of the first board meetings <ul style="list-style-type: none"> <li>• Lessons learned</li> <li>• Board renewal</li> <li>• Potential pitfalls</li> </ul>	

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## SESSION FORMAT

The program includes 5 sessions that total 6 days of interaction. The one day sessions will be held in various New Brunswick cities that will be selected after the members of the group have been selected so that the travel burden can be minimized. Each session will combine training from the facilitators, sharing between group members, individual or small group exercises, an external speaker and a homework exercise.



9:00 Participant progress review updates  
10:30 Workshop 1 with exercises  
12:00 Lunch with speaker  
1:00 Afternoon speaker  
2:30 Workshop 2 with exercises  
4:00 Assignment of homework project  
4:45 Survey and depart

## PROGRAM LEADERS

An experiential program is highly dependant on the people, bot the participants and the leaders. The two program leaders both have significant experience with private, public and NGO boards. Both leaders will participate in each session, run the workshop components and provide 1:1 mentoring to participants during their personal exercises.



Francis P. McGuire  
M.A., B.A.

Francis's operating and board experience includes:

- Chairman of Wallace McCain Institute at UNB (current)
- Co-chair of the NB Business Council (current)
- Director of Industrial Alliance Life Insurance Co. (current)
- Director of Populus Global Solutions Inc. (current)
- Director of the Shaw Group (current)
- Non-independent director, Major Drilling Group International Inc (current)
- Director of Kelman Technologies Inc. (past)
- Chairman (and director) of NB Power Corporation (past)
- President, CEO, Major Drilling Group International Inc (past)
- VP of Business Development at MITI Information Technology Inc. (past)
- Deputy Minister, NB Department of Economic Development and Tourism (past)



Adrienne O'Pray  
MBA, BSc

Adrienne's operating and board experience includes:

- President & CEO of the NB Business Council (current)
- Director, Atlantic Cancer Research Institute (current)
- Director, Learning Disabilities Association of New Brunswick (current)
- Co-Chair of the Envision Riverview Sustainability Committee (current)
- Vice-President / Senior Consultant with Ambir (past)
- Chief Operating Officer & Corporate Strategist with Atlantic Lottery (past)
- Board of Governors of UNB and MSVU (past)
- Graduate of the Institute of Corporate Directors' Not-For-Profit Governance program

## REGISTRATION DEADLINE IS AUGUST 15<sup>th</sup>.

A group of between 10 and 18 participants will be chosen. The selection is be based on applications filled out by August 15<sup>th</sup> on line at <https://www.getfeedback.com/r/sldfBthQ>. The total program cost is \$4500 + HST. This includes speakers, food, accommodations and materials. This must be paid in full before the first session. If you have questions about your fit or eligibility for the program email [Nancy.Mathis@WallaceMcCainInstitute.com](mailto:Nancy.Mathis@WallaceMcCainInstitute.com)