



# Discussion Guide

## Dynamic Duos

### Episode 1: A Culture of Respect

**Length:** 16:07

[Stream](#) | [Transcript](#)

#### Podcast Summary

This podcast showcases an executive director and board chair pair to highlight their positive, collaborative working relationship. In this episode of CAPLAWCast, Executive Director Lori Schwartz and Board Chair Paul Krabbenhoft of Lakes & Prairies Community Action Partnership (CAPLP) in Minnesota discuss key aspects of the executive director, board chair relationship, including the importance of clear and consistent communication, their shared philosophy for encouraging board engagement, and how they work together while sticking to their designated roles.

#### Using the Podcast Effectively

We suggest CAAs incorporate this podcast into a board meeting or training/orientation process and facilitate a discussion of directors' reflections and responses to the questions below. Appendix A to this guide includes a copy of Lori and Paul's Check In Meeting Agenda, which they refer to in the podcast.

**Tip!** Consider pairing this podcast with the All a-Board! training video [The Roles and Responsibilities of a CAA Board Chair](#).

#### Learning Objectives

After listening to this podcast, participants will be able to:

- Understand the intentionality required to develop and nurture a positive relationship between a CAA board of directors and executive director.
- Recognize the importance of orientation, ongoing training, and teambuilding activities to strengthen relationships.
- Consider how to improve communication and collaboration with the CAA's executive director and other board members.

#### Suggested Discussion Questions

1. Did you learn anything new from listening to this podcast?
2. On a scale of 1-10, how well do you understand the role and duties of your executive director and board chair?
3. What are some positive aspects of your current board-executive director relationship? What could be improved?
4. How does your CAA's board ensure that directors are engaged and educated about their role and responsibilities?
5. How does your CAA promote and maintain a culture of respect, especially when board members disagree?

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## EXECUTIVE DIRECTOR & BOARD CHAIR CHECK IN MEETING

FOURTH TUESDAY OF EACH MONTH

### MEETING AGENDA

1. Welcome & Check-in
  - Brief personal/professional update
2. Highlights from the Past Month
  - Success/Achievements (e.g., programs, funding, partnerships)
  - Staff or agency news worth noting
  - Board engagement/feedback if any
3. Topics of Concern or Ongoing Issues
  - Challenges or Barriers
  - Community needs, staff concerns, or external risks
  - Updates on unresolved issues from previous meetings
4. Review of This Months Board Meeting (Fourth Thursday)
  - Final check of planned agenda
  - Confirm key talking points, reports, or decision items
  - Identify anything that needs more prep or clarification before the board meeting
5. Looking Ahead: Upcoming Months

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