

# Sörve Juhid 2021 Workshop One – Via Zoom

**17/5/2020 10am**

**Present:** Marissa Apsey (Facilitating), Andrew Kass (taking notes), Jana Mõisa, Taimi Maidla, Kayla Sandy, Karlene Bond, Marika Tuuts, Liisa Kuru, Kristi Turner, Tara Hartman, David Kass, Rhys Maidla, Arne Rodgers, Lachlan Bell, Arvi Lehtsalu, Sandra Buchert, Lucy Semenov, Ella Scott, Yasmine Kostoglou, Sigi Aisatullin, Kristjan Semmelweis and Marju Tonisson

**Appologies:** Erik Tuuts

Topic	Explanation	Comments	Actions
<b>Capability profile (CP)</b>	<p>The committee is putting together a capability profile for self-assessment on leadership skills and what individuals wish to work on for 2021, to bring an outstanding camp for 2021.</p> <p>Leaders are expected to</p> <ul style="list-style-type: none"> <li>- Fill out their own capability profile</li> <li>- Assess 2 other leaders, allocated to them</li> <li>- Reflect on feedback</li> <li>- Discuss feedback with Marissa and Aime</li> <li>- Marissa and Andrew to fill out one for each leader on the team</li> </ul>	<p>Leaders to attend to this prior to weekend workshop as one day of the workshop will be based around leadership skills and training, in a range of capacities</p>	<ul style="list-style-type: none"> <li>- Committee to finalise CP</li> <li>- Andrew to digitise the CP</li> <li>- Marissa to send to leaders with deadline to complete</li> <li>- Leaders to complete allocated CP on fellow leaders</li> <li>- Leaders to reflect on assessments</li> <li>- Leaders to discuss with Marissa, Andrew and Aime via phone at designated times</li> </ul>
<b>Introductions</b>	<p>Leaders introduced themselves to each other with;</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Job</li> <li>- What you like to do on your weekend</li> </ul>	<p>This was to promote getting to know each other outside of the Sörve environment.</p>	<p>nil</p>
<b>Roles</b>	<p>Roles for Sörve 2021 were allocated by the committee and via application through the juhtkond website.</p>	<p>The Committee have invited the following roles to be filled;</p> <ul style="list-style-type: none"> <li>- Camp Leader – Marissa Apsey (committee member)</li> <li>- Assistant Camp Leader – Andrew Kass</li> </ul> <p>Applications were put forward and accepted by Marissa and Andrew for the following roles;</p> <ul style="list-style-type: none"> <li>- Komandant – Taimi Maidla</li> </ul>	<ul style="list-style-type: none"> <li>- Jana to develop following rosters               <ul style="list-style-type: none"> <li>Activities</li> <li>First Aid</li> <li>Veranda watch</li> </ul> </li> <li>- Liisa to come up with 2 ideas for Käsitöö and present at weekend workshop</li> <li>- Kristi to develop a plan, with Marissa, on how C group will run</li> <li>- Kristi to develop an independent activity</li> </ul>

		<ul style="list-style-type: none"> <li>- Roster Leader – Jana Mõisa</li> <li>- C group – Kristi Turner</li> <li>- Käsitöö – Liisa Kuru</li> </ul>	<p>schedule, based on the over all camp activity schedule and work with Marissa and Arvi to develop</p>
<b>Leader expectations</b>	<p>Discussions around what the Camp Leader expects from the leadership team. Further discussions on what the leaders expect from each other and the Camp Leader and Assistant Camp Leader</p>	<ul style="list-style-type: none"> <li>- Co-hut leaders are to work together to ensure each other understands the running of camp</li> <li>- Cohesive team, utilising the essential agreement</li> <li>- Remembering leader first, friend second</li> <li>- Speak with Jana if you want to be paired with anyone in particular for activities</li> <li>- Speak up, in real time, with any concerns you have and don't let frustrations build up</li> <li>- Respect each other and the team</li> </ul>	<ul style="list-style-type: none"> <li>- All leaders to respect and empathise with each other</li> <li>- Read, understand and sign code of conduct. Available on website and will be discussed at weekend workshop</li> </ul>
<b>Mentor program</b>	<p>Developed based on discussion from “culture within the juhtkond” meeting by the senior leaders prior to workshop one</p>	<p>Strategies have been put in place to create a culture of inclusion within the juhtkond. Marika has been working with the abijuhid and returning leaders, with greater than a 2 year gap, to develop a mentor program so they understand how Sõrve runs from a leaders perspective. This gives mentors and mentees to develop new skills and learn about the behind the scenes, in a smaller scale, utilising a one on one approach</p>	<ul style="list-style-type: none"> <li>- Marika and Marissa to discuss program</li> <li>- Marika to allocate buddies, in consultation with Marissa</li> <li>- Marika to discuss with mentors and mentees the program and expectations</li> <li>- Marika, Marissa and Andrew to create a workshop for the weekend workshop for mentor program</li> <li>- Aime to assist with developing coaching skills and present at weekend workshop</li> </ul>
<b>Essential agreement</b>	<p>An Essential Agreement was developed, utilising all leaders ideas, thoughts and opinions</p>	<p>See attached document for draft essential agreement. This will be refined at the next workshop with final agreement presented at weekend workshop, signed and agreed upon</p>	<ul style="list-style-type: none"> <li>- Andrew to document agreement draft</li> <li>- Marissa to review and send out to juhtkond</li> <li>- Juhtkond to review and make comments at workshop 2</li> <li>- Marissa to edit final draft and present at weekend workshop</li> </ul>

			for acceptance and signing
<b>Feedback on Juhtkond</b>	Leaders who were elanikud (campers) for Sõrve 2020 were asked if the juhtkond appeared to work as a team and if they appeared cohesive, from the outside.	<ul style="list-style-type: none"> <li>- a bit distant and spaced out at mealtimes</li> <li>- one meal together if possible</li> <li>- not 100% on some activities rules &amp; operation.</li> <li>- mostly cohesive</li> </ul>	
<b>Website</b>	There has been a resource website developed for the juhtkond, to assist in every aspect of planning Sõrve. It's password protected: SuurMang	<p>aim is to be mostly complete by late May /June, to be utilised as much as possible to be opened to all leaders soon</p> <ul style="list-style-type: none"> <li>- If you would like to contribute, contact Marissa</li> </ul>	<p><i>Editors</i> Marissa Andrew Danae</p> <p><i>Contributors</i> Rhys Tara Marju Arvi Harri Jana Lachlan Erik Karlene Marika Taimi</p>
<b>Covid-19</b>	What's the covid plan	The committee is guiding if a Sõrve will occur in 2021, based on the facility guidelines. The committee has asked the juhtkond to plan as if it is going ahead and what we don't do in 2021, we will do in 2022, if Sõrve is cancelled.	<ul style="list-style-type: none"> <li>- Marissa to continue to liaise with the committee and report back to juhtkond on evolving plans</li> </ul>
<b>Big Game</b>	Harri is developing a Harri Potter big game for 2021, with the support of Arvi, Tara, Jana and Marissa	Harri presented the idea, and stated there is more work to be done before the full idea can be presented to the group	<ul style="list-style-type: none"> <li>- Harri to discuss with his team how the game is developing and get it to the stage where the ideas can be shared with the juhtkond</li> </ul>
<b>Sõrve 60<sup>th</sup> Celebration</b>	Tara is the head of the celebration subcommittee and working together with the committee and juhtkond to bring a 60 <sup>th</sup> Celebration to life	<p>The 60<sup>th</sup> subcommittee consists of:</p> <ul style="list-style-type: none"> <li>- Tara Hartman</li> <li>- Marika Tults</li> <li>- Toni Lehtsalu</li> <li>- Kara Nurm</li> <li>- Maie Pikkat</li> <li>- Eda Keskula</li> </ul>	<ul style="list-style-type: none"> <li>- Tara and Marissa to keep an open line of communication to ensure there are no clashes</li> <li>- Marissa to develop the over all schedule for running of camp to ensure 60<sup>th</sup> celebrations run</li> </ul>

		They have had a meeting and have begun planning. The Juhtkond will work together with the celebration sub committee to ensure the activity schedule works together	smoothly, based on discussions with the Juhtkond and 60 <sup>th</sup> committee - 60 <sup>th</sup> subcommittee do their thing
<b>Fundraising</b>	A discussion was had around fundraising through zoom and face to face means	<ul style="list-style-type: none"> <li>- Online giant numbers board</li> <li>- Trivia via zoom</li> <li>- Movie night via zoom, with ads in intermission around camp registrations</li> <li>- Photo night via zoom</li> </ul>	<ul style="list-style-type: none"> <li>- Marika and Marissa to develop online numbers board, with Shaun, who has volunteered to take ownership of this</li> <li>- Marika and Taimi to discuss how trivia via zoom will work.</li> <li>- Erik and Arne to develop questions</li> <li>- Arne and Mady to run online trivia, with Marika and Taimi explaining how it's run (as there is prior experience)</li> <li>- Taimi and Marju to develop plan for online movie night, and what movie</li> <li>- Taimi to develop plan for online photo night via zoom and select leaders to assist</li> </ul>
<b>Other</b>	Other business	<ul style="list-style-type: none"> <li>- <b>Offline rule</b> <ul style="list-style-type: none"> <li>- If there is a topic discussion during a meeting and three leaders say offline, it becomes a side car topic and can be discussed by interested parties, after the main meeting</li> </ul> </li> <li>- <b>Juhtkond socials</b> <ul style="list-style-type: none"> <li>- An online (during restrictions) and face to face hangout for socialising and getting to know each other outside the context of Sörve and workshops</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Taimi to organise a date and time for Zoom social, utilising SES zoom account</li> <li>- Marju to give Taimi access to SES online zoom account</li> <li>- Face to face social to be organised for later in the year (Marissa happy to set a date)</li> </ul>

## Essential Agreement – Sörve 2021 - Juhid

1. Being open to ideas, feedback, criticisms
2. Treat people how you would want to be treated
3. Respect each other's property
4. Speaking kindly to one another (Is it true is it helpful is it kind)
5. Making a conscious effort to get to know each other
6. Showing initiative instead of waiting
7. Show gratitude
8. Clean up after yourselves
9. Trust each other
10. Listening and absorbing what people say
11. Actively fixing issues that you see
12. Ask about life outside of camp
13. Focus on the end goal & solutions rather than the problem at hand
14. Ask for help when you need
15. Take time to compliment & acknowledge others
16. Exercise effective communication
17. Take care of your own mental help as well as others (take some me time – sleeping/showering/etc)
18. Be organised
19. Work as a team
20. Looking out for each other
21. Be punctual
22. Be respectful, be mindful of what you are saying
23. Make sure everyone feels included
24. Be discrete when necessary
25. Be a role model for all