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|  **Meeting Purpose:**1. Review Updates & Reports
2. Summer planning meeting debrief & follow-up
3. Develop Sponsorship Guidelines
4. Provide Community Safety Updates & Support Strategy Reporting
5. Bylaws Reflection and Governance Committee planning
 |
| **TIME** | **ITEM** | **RESPONSIBLE PERSON(s)** |
| **11:30am** | Setup:* Unlock childcare room
* Receive and setup food w/ caterer
* Place tablecloths on each table
* Place table baskets and tools on each table
* Stand Best Start banner
* Setup registration table
* Setup interpretation station
 | Lisa Hernandez, Jane Doe, Matthew Lewis |
| **12:00pm****(15 min.)** | **Welcome*** Introduction of Leadership Group members
* Introduction of new members
* Review Meeting Agreements
* Review agenda
* Ice Breaker

Updates & Reports* Community Engagement Update – Beyonce Knowles
* Communications Workgroup Update – Homer Simpson
 | Celia Cruz, Facilitator |
| **12:15pm****(20 min.)** | **Summer Planning Meeting debrief and follow-up*** Conflict of Interest Statement review
* Conflict Resolution Method review
* Complete Orientation Plan Review
* Leadership Group feedback
* Next steps?
 | Mark Anthony |
| **12:35pm****(40 min.)** | **Sponsorship Guidelines**Discuss Sponsorship request guidelines and the following questions: * What type of activities is the Partnership interested in sponsoring?
	+ Any connection to work strategies? Partnership Vision?
* How often would you like to receive sponsorship requests?
	+ Are all requests required to go through the Leadership group first or can they go directly to the Partnership?
	+ How early in advance of a Leadership meeting must a sponsorship request be received?
	+ Are there any exceptions to this rule?
* Who will be in charge of receiving sponsorship requests and presenting the information to the Leadership group then Partnership where applicable?
	+ Should these guidelines be included in your bylaws?
* Next Steps
 | Communications Officer |
| **1:15pm****(30 min.)** | **Bylaws Reflection and Planning*** Small group activity (4 groups):
	+ Each group reviews assigned pages
	+ Identify any thoughts, questions and comments
	+ Share out to the large group
* Develop next steps for the Governance Ad-hoc committee
 | Kobe Bryant |
| **1:45pm****(15 min.)** | **Closing & Next Steps*** Learning By Doing Workgroup Mtg. – May 9, 2018
* Leadership Meeting May 11, 2018
* Partnership Meeting – May 18, 2018
* **Announcements**
 | Celia Cruz, Facilitator |
| **2:00pm****(30 min.)** | Meeting Breakdown* Ensure all Interpretation equipment is returned to the case
* Pack up registration table, signage and materials
* Remove all leftover meeting debris from the room

Debrief Session: - Celia Cruz, Facilitator* Discuss observations:
	+ What went well?
	+ What are some areas of improvement?
	+ Next Steps
 | All available LeadersAll available Leadership Group, Staff and consultants |
| Time keeper - Jonathan VolunteerNote Taker – Olivia Pope |
| **Total Time: 150 min.**  |
| **LOGISTIC NEEDS** |
| * Interpreter
* Markers, easel, butcher paper
* Projector, laptop, screen

**Handouts:*** Agenda
* Draft Conflict of Interest Statement
* Draft Conflict Resolution Method
* Updated Orientation Plan
* Sponsorship Guidelines
* Bylaws Reflection document
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