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| 1. **NAME** of the resource / tool
 | **Best Start Community Partnership (BSC) Meeting Agenda Development Template** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This template supports Best Start leaders in developing a written annotated agenda/facilitation guide for their Best Start Community Partnership meetings. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Chrysta Wilson developed the original template and it was later adapted 2-3 others Best Start Communities. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | This tool can be used by community members as well as their support organization to document agenda agreements, responsibilities, times, etc. to develop a typed comprehensive agenda. It can also be used as a stand-alone written agenda if preferred.  |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | This resource is being recommended as it has proven to be a useful tool in affording community members the opportunity to facilitate and document their own conversations around agenda planning. Members report it is easy to use as well. |

**Agenda Development Tool**

NAME OF THE MEETING:\_Community Partnership Meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# MEETING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MEETING LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Goals for This Month’s Community Partnership Meeting**

What do we want to accomplish at today’s meeting?

**Ideas:**

* Get to know other Partnership members
* Get updated on First 5 LA and Best Start activities
* Learn about community resources
* Build or strengthen relationships with community partners
* Best Start Business Item (voting, sponsorship requests, planning, etc.)
* Leadership Development/Skill and Knowledge Building Presentation or Activity
* Other:

**LOGISTICS SUPPORT**

**MATERIALS:**

* Laptop/Projector/Screen ❒Handout: Annotated agenda
* Microphone/Speakers ❒Handout: Participant Agenda
* Interpretation Support ❒Handout: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Flip Chart & Markers ❒Handout: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time Keeping Cards ❒Handout: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sign-In Sheet ❒Handout: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Voting Cards ❒Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSIGNMENTS:**

* Passing out or collecting materials ❒Microphone Runner(s)
* Table facilitators ❒Other:

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| **Time**What time during the meeting will the topic be covered? | **Agenda Item:**What is the Meeting Topic? | **Lead Facilitator(s)**Who will facilitate or lead this section of the agenda? |
| **Time:** Duration: ( mins) | * **Setup**
* **Time Keeper**
* **Registration Table**
* **Team Huddle –**
 |  |
| **Time:** Duration: ( mins) | **Welcome** * **BSWA Vision Statement & First 5 LA Mission Statement**
* **Meeting Agreements Review**
* **Welcome New Attendees**
* **Icebreaker**
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| **Time:** Duration: ( mins) | **First 5 LA and Best Start Updates** * First 5 LA Updates
* NAC Updates
* Communications WorkgroupUpdates
* Learning by Doing Workgroup Updates
* Other Updates:
 |  |
| **Time:** Duration: ( mins) | **CONCRETE SUPPORT/RESOURCE PRESENTATION(S)***
*
*
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| **Time:** Duration: ( mins) | **Other Activity (Choose from below)*** Presentation
* Training
* Speaker
* Activity
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| **Time:** Duration: ( mins) | **Evaluation*** Verbal Reflections
* Partnership Surveys
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| **Time:** Duration: ( mins) | **Closing** & **Next Steps*** Upcoming Meeting Dates
* Announcements
* Thank You
* Other?
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| **Time:** Duration: ( mins) | **Debrief with Leadership Members & Support Team*** What went well?
* What can be improved?
* Other takeaways
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