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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 Leaders  All available Leadership Group, Staff and consultants |
| Time keeper - Jonathan Volunteer  Note 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 | | |