

SHAC Full Year Meeting Agenda Template

May Meeting Agenda

Facilitator:
Guests:
Absences:
Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> Find next meeting facilitator Admin business/Invoice etc. Social Media Hand off Senior exit interviews
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	CELEBRATION! Senior recognition
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			

Facilitator Call Time & date	
Meeting Notes	

April Meeting Agenda

Facilitator:
Guests:
Absences:
Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc. <p>Senior Exit Interviews: next meeting</p> <p>Recruitment for next year</p>
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	

6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

March Meeting Agenda

Facilitator:
Guests:
Absences:
Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc. <p>Evaluation of work this year</p>
5:15-5:20	Updates		Advertise School Without Hate for April

5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

February Meeting Agenda

Facilitator:

Guests:

Absences:

Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc.

5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

January Meeting Agenda

Facilitator:

Guests:

Absences:

Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
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5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc.
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

December Meeting Agenda

Facilitator:
Guests:
Absences:
Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc.
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	WINTER CELEBRATION!
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

November Meeting Agenda

Facilitator:

Guests:

Absences:

Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none">• Find next meeting facilitator• Admin business/Invoice etc.
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			

October Meeting Agenda

Facilitator:

Guests:

Absences:

Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...<u>actual</u> meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> ● Find next meeting facilitator ● Admin business/Invoice etc. <ul style="list-style-type: none"> ○ Intake Forms ○ Photo Release forms ● Google Doc Orientation ● Agenda Orientation <ul style="list-style-type: none"> ○ Action tables ● Email Etiquette <ul style="list-style-type: none"> ○ Reply to sender no matter what ○ Reply all if it is a group email <p>Social Media: all new members please follow SHAC!</p>
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			

Facilitator Call Time & date	
Meeting Notes	

Action Team: Education

Members:

Action steps to achieve GOAL	Timeline (By When)	Who	Action Step Completed?
Come up with hashtag ideas	during team conference call call (October 8th)	whole team	yes
Receive feedback from group	By November 17th meeting	Nadira will introduce	yes

September Meeting Agenda

Facilitator:

Guests:

Absences:

Materials + Prep:

Holding spot for items to add to a future meeting:

Time	Item	Who	Notes (<i>planning only...actual meeting notes below table</i>)
5:00-5:15	Dinner + business items		<ul style="list-style-type: none"> • Find next meeting facilitator • Admin business/Invoice etc. <ul style="list-style-type: none"> ○ Intake Forms ○ Photo Release forms • Google Doc Orientation

			<ul style="list-style-type: none"> • Email Etiquette <ul style="list-style-type: none"> ○ Reply to sender no matter what ○ Reply all if it is a group email <p>Interviews: need youth interviewers</p> <p>Invite district leadership to a meeting during this year (at least one, perhaps more)</p>
5:15-5:20	Updates		
5:20-5:40	Activity		
5:40-6:40	Small groups	All	
6:40-7:15	Large group Discussion Items, getting feedback, etc	All	
7:15 - 7:30	Closure: I will/We will Circle	All	
Next Facilitator			
Facilitator Call Time & date			
Meeting Notes			