Dear Leadership Team Members,

Robyn, Peggy and I (Linda) got together yesterday (3/6/21) to talk about the organizing and coordinating of the monthly Broadband meetings. The following are the agenda and notes as to who is responsible for doing what tasks. I will be emailing you at least 10 days prior to the monthly meeting to remind you to call or email Peggy to let her know of any items you want put on the meeting agenda. Also, it would be VERY helpful if you could make suggestions, offer up names, or offer to present at the monthly meetings. Peggy would appreciate any help in that arena. Also, she is looking for people to be willing to host the meeting. This would entail running through the agenda “business” items, introducing the guest presenter or activity and managing the question and answer session following the presentation. Finally, when we get back to having in-person meetings, a few volunteers to setup and breakdown the conference room at the library would be appreciated.

So, the deadline for agenda items for the Monday April 5 meeting is MARCH 26th. Any questions or suggestions for improving this process, please send to me, Robyn or Peggy.

Thank you broadly!!

draft agenda **3.6.21 Organizing and Coordinating Monthly meetings**

Attendees: Linda, Peggy & Robyn

**Check in**

**Pre meeting**

1. Soliciting input from members about interests/desires (Peggy)
2. Finding presenters or determining activity/training based upon member input (Leadership Team/Members)
3. Do we offer an honorarium or gift to guest speakers? (pay for travel? avoid people who need payment/have agenda)
4. Connecting with meeting host and presenter to coordinate (Peggy)
5. Creating description of meeting (with presenter bio if needed) (Host) (by 10 days prior to meeting)
6. Setting agenda with description of presentation or activity (Host & Peggy) (10 days prior to meeting)
7. Emailing agenda and description to googlegroup enticing participation (Linda)
8. Media publicity/poster (Linda)
9. Broads website event listing with photo (Linda)
10. Preparing Zoom meeting (during pandemic) (Robyn)
11. Sending email reminder to googlegroup list (Robyn/Linda)
12. post pandemic: set up/reserve meeting space (Linda)

**Meeting Send out CARE call. recording and written agenda to leadership team**

1. Who is Host? (Host)
2. Who is Tech support (when Zooming) (Robyn)
3. post pandemic: Who sets up room or outdoor space? (Leadership Team/member??? Peggy lead.)
4. Who does what during the meeting?/

* Intros with prompt (host)
* Relational time
* photographer (host/Peggy solicits at meeting)
* note taker (Linda/solicit at meeting)
* introduce topic and/or speaker (host)
* give directions for activity (if not speaker) (host)
* faciliate “business” part of meeting (announcements, celebrations, opportunities) (Peggy/Leadership Team)
* closing

1. Who cleans up? (Leadership Team/member??? Peggy lead.)

**Post Meeting**

1. Written thank you to host/guest speaker (Linda/host)

2. Activity report (Linda)

* obtain meeting photos
* obtain meeting notes
* obtain pre and post hours from host, coordinator, etc.
* write and submit report