VCPD Regional Governance Meetings

**Sample Agenda**

*Send this out to participants with the second and third email messages. Make copies if the meeting is a face-to-face meeting*

\_\_\_\_\_\_\_ (region) Regional Governance

\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_ (time)

Face-to-Face or Conference Call

Video Connection Information:

Phone Connection Information:

AGENDA

1. Welcome and Introductions
2. Celebrations
3. Team Roles
4. Review of Previous Meeting Summary
5. Topic #1
6. Topic #2
7. Topic #3
8. Topic #4
9. Announcements
10. Continuous Improvement
11. Next Meeting Information

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**Notes for Meeting Leaders Regarding Agenda Items**

1. Welcome and Introductions

List members present and absent on the Meeting Summary.

2. Celebrations

Give participants the opportunity to share celebrations from their work or personal lives.

3. Team Roles

* If needed, seek volunteers to serve as Facilitator, Recorder, and Agenda and Timekeeper. These roles may rotate each meeting or remain constant.

* The Facilitator runs the meeting, moving the group through the agenda and ensuring that all members have an opportunity to participate. She summarizes the outcome of each discussion to assure that the meeting summary is accurate.

* The Recorder takes notes during the meeting, by hand or computer, using the Meeting Summary Form. Traditionally, this role is filled by the CCA administrative support staff. Following the meeting, she prepares a meeting summary, makes final edits following review by a facilitator, and distributes the summary to members. This should be completed within 10 days of the meeting.

* The Agenda and Timekeeper keeps track of the amount of time allocated to each agenda item and informs the group if they are off-task or exceeding the allotted time.

# 4. Review of Previous Meeting Summary

Review the summary from the previous meeting to refresh the memories of the participants in the last meeting, update those who were not present, and provide an opportunity to correct any inaccuracies in the meeting summary. Highlight carryover items that need to be addressed at the current meeting.

 5. Topics

* Add topics to the agenda based upon the review of the meeting summary and by asking participants for new items. Participants should have suggested new items in response to email messages about the meeting, but sometimes new issues arise.
* Prior to discussing the main agenda items, discuss how many minutes should be devoted to each topic.
* If there are more topics to be addressed than time allows, achieve consensus about how those will be handled (carryover to future meeting, handle by a subgroup, discuss via email, etc.)
* Typically, regionalmeetings should include an update from recent full VCPD meetings as well as reports on tasks completed by regional workgroups.
* Move through each agenda item, ensuring that follow up tasks, persons responsible, and due dates are identified and recorded in the meeting summary.

6. Announcements

Ask participants to share upcoming professional development opportunities.

# 7. Continuous Improvement

 Seek input from participants regarding the meeting. Include logistics and content. What worked well? What could be done differently next time?

# 8. Next Meeting

Remind members of the next meeting and the agenda items to be addressed.

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