

## Takoma Park Youth Council Meeting Agenda

**Remember to add to calendar and send reminders**

Date of Meeting: 6/27/18      Time: 5:00 pm      Location: City Hall, Hydrangea Room

Facilitators/Meeting Called By: Kiran Kochar McCabe

Designated Note-Taker: **Asha Henry**      Designated Time-Keeper: **Rachel Grupp**

Designated Task-Person: **George Ashford**

### Ground Rules for Every Meeting:

<ul style="list-style-type: none"> <li><b>Be on time</b></li> <li><b>Participate</b></li> <li><b>Come prepared (review agenda ahead of time)</b></li> <li><b>Stay on topic</b></li> <li><b>Make sure you understand</b></li> </ul>	<ul style="list-style-type: none"> <li><b>No side conversations/distractions</b></li> <li><b>Be respectful</b></li> <li><b>Propose solutions to problems</b></li> </ul>
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### Officers in attendance at meeting - Roll Call

<input type="checkbox"/> <b>Elliot Davey</b>	<input type="checkbox"/> <b>Asha Henry</b>	<input type="checkbox"/> <b>Kiran Kochar McCabe</b>
<input type="checkbox"/> <b>George Ashford</b>	<input type="checkbox"/> <b>Rachel Grupp</b>	<input type="checkbox"/> <b>Emma Morganstein</b>
<input type="checkbox"/> <b>Adelaide Harris</b>	<input type="checkbox"/> <b>Adviser</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Christiane Yimgnia</b>	<input type="checkbox"/>	

### Agenda

Call to Order and Roll Call	1 min	Announce	Asha Henry	
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### Old Business - Date of initial discussion:

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/ date
Update and approval of minutes from last meeting	2 min	Announce	George Ashford	N/A

### New Business

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/ date
Call to Orders	1 min	Announce	Kiran Kochar McCabe	N/A

Sharing Circle	10 min	Share	ALL	
Plastic straw ban letter to City Council	20 min	Work	ALL	
School Composting Update	10 min	Listen/ Decide	George Ashford	
Letter to businesses concerning hiring youth with disabilities	20 min	Work	ALL	
Youth Town Hall Planning	30 min	Discuss/ Decide	Adelaide Harris	
Summer Plan	30 min	Discuss/ Decide	ALL	
New items to be added to agenda?				
Other items	5 min		ALL	
Set Agenda and Next Meeting Date	2 min	Discuss/ Decide	ALL	

## Action Items

(These are items that deserve swift attention for completion)

Action Item	Complete by (Date)	Person Responsible	Communicate Completion by:


# Bin Items

(Items to be added to next agenda/to be discussed)

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# Debrief

How did the last meeting go?

Plus (+) - Positives	Deltas (  ) - Constructive Changes
1.	1.