## **Takoma Park Youth Council Meeting Agenda**

Date of Meeting:5/20/22 Time: 4:15 pm Location: Recreation Center

Facilitators/Meeting Called By: Julia Maynard

Designated Note-Taker: Faith Designated Time-Keeper: Leul Designated Task-Person: Julia

### **Ground Rules for Every Meeting:**

- Be on time
- Participate
- Come prepared (review
- agenda ahead of time)
- Stay on topic
- Make sure you understand
- Be respectful
- Propose solutions to problems

### Officers in attendance at meeting - Roll Call

| ☐ Joy Thomas            | □ Leul Wondwosem              | ☐ Kyran Henry   |
|-------------------------|-------------------------------|-----------------|
| ☐ Kaya Christy          | □ Noel Berhanu                | ☐ Faith Smith   |
| ☐ Kamilla Sorenson      | ☐ Yacquub Nur                 | ☐ Evan Winters  |
| □ Aresma<br>Hailemariam | □ Dakota Rodriguez<br>Pippins | □ Julia Maynard |

### **Agenda**

| Call to Order and Roll Call             | 1 min  | Announce       | Julia<br>Maynard |     |
|---|--------|----------------|------------------|-----|
| Look over event space                   | 30 min | Listen/Vote    | ALL              | N/A |
| Make sure to have all materials         | 20 min | Listen         | ALL              | N/A |
| Finish Logistics- assign everyone a job | 35 min | Listen         | ALL              |     |
| Questions + Comments                    | 10 min | Listen/Discuss | ALL              | N/A |

# **Action Items**

(These are items that deserve swift attention for completion)

| Action Item         | Complete by (Date) | Person Responsible | Communicate<br>Completion by: |
|---------------------|--------------------|--------------------|-------------------------------|
| Create Website      | 2022               | ALL                |                               |
| Create Social Media | 2022               | ALL                |                               |
|                     |                    |                    |                               |

## **Bin Items**

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

| •   | • |
|---|---|
|   |   |
|   |   |
| <ul> <li>Any final details for the event</li> </ul> |   |
| •   |   |
|   |   |
|   |   |
|   |   |
|   |   |