

Takoma Park Youth Council Meeting Agenda

Remember to add to calendar and send reminders

Date of Meeting: 5/21/18 Time: 5:30 pm Location: City Hall, Lilac Room

Facilitators/Meeting Called By: Kiran Kochar McCabe

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

Designated Task-Person: **Althea Davey**

Ground Rules for Every Meeting:

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

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

Agenda

Call to Order and Roll Call	1 min	Announce	Rachel Grupp	
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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	Adelaide Harris	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	
June Fundraiser Plan	10 min	Decide/ Discuss	Adelaide Harris	
Youth Town Hall Planning	15 min	Decide/ Discuss	Adelaide Harris	
Hillwood Manor Park Update	7 min	Discuss	Althea Davey	
Environment Committee Visit Debrief	12 min	Discuss/ Decide	ALL	
Youth Council Newsletter Work	36 min	Work	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 (\triangle) - Constructive Changes
1.	1.