

## 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

## VCPD Regional Governance Meetings

### 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 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. Following the meeting, she also may edit the draft notes or someone else may take on this responsibility.
- The Timekeeper keeps track of the amount of time allocated to each agenda item and informing the group if they are off-task or exceeding the allotted time.

#### 4. Review of Previous Meeting Summary

Reviewing the summary from the previous meeting refreshes the memories of the participants in the last meeting, updates those who were not present, and provides an opportunity to correct any inaccuracies in the meeting summary. Be sure to highlight/identify 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, Regional meetings 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.