**Sample Meeting Agenda**

**Connection:** Icebreaker/Introduction of new members, etc.

Secretary/Note taker reads minutes from last meeting

**Skill Development Training** (may not be at every meeting- if meeting more than once a month)

Updates:

* Upcoming events
* Local and state advocacy opportunities
* Training opportunities
* Community meetings

Sub-Committee work- or however you group up to work on projects. Allow time for them to report back to the entire group.

Food/Drinks

New Ideas? Offer a chance for members to bring up new ideas

Things we need to do before the next meeting? Identify point person(s) for each task.

Next Meeting Date/Location/Time? Maybe discuss food choices for next meeting.