



A sample agenda

Agenda for XYZ meeting			
<i>You can include a short version of Vision, Mission, Values and/or Strategic Priorities for the current year here</i>			
Agenda item	Purpose	Who will lead?	Approximate timing
Welcome, karakia, check-in	Whakawhanaungatanga: connect by chatting about what's happening with each other on a personal level or what's on top in relation to the organisation's work. This lays the ground for a good meeting and helps to develop relationships.	Rawiri	10 minutes
Start where the energy is	Discuss something exciting like an upcoming event, a new potential relationship with another organisation, some great feedback after a community meeting, etc. Actions: Decide/plan something	Kate	20 minutes

	early in the meeting so people feel a sense of achievement and engagement		
Report from Coordinator, Financial report, previous meeting minutes	Background information for oversight of actual performance compared to our strategic/budget priorities, plus actions identified in previous minutes Action: Discuss/approve reports	Coordinator and Treasurer	10 minutes
Strategic issue: Report on new government contract opportunity	Discussion with staff re risks and opportunities for impact on our mission, vision and values Action: Decide whether to proceed with contract negotiations and any associated conditions	Chair and Coordinator	15 minutes
Generative thinking: Background paper on strategic partnership possibility and existing iwi relationships	Exploratory conversation with local iwi representatives about partnership opportunities as we both work to achieve similar outcomes in the same geographic area. Action: Create a working group to take next steps following up this initial discussion	Chair and Awhina	45 minutes
Other business	Coordinator gives verbal update on planning for next community event and actions/help needed	Coordinator	15 minutes
Next steps	Summary of key decisions, next steps and any evaluative feedback on what worked well/could be improved re meeting process	Chair	5 – 10 minutes
Meeting close	Karakia or agreed group closing protocol	Kate	2 minutes



ABOUT



Inspiring Communities catalyses locally-led change, to achieve sustainable, effective outcomes.

We are the reference point for community-led development in New Zealand, building on international and local practice-based evidence to grow and share expertise.

Inspiring Communities operates across many sectors at multiple levels.

Talk to us about your CLD training, workshop needs, coaching, support and opportunities in your community or region. We understand diversity! We can tailor packages to your specific requirements.

Email us: exchange@inspiringcommunities.org.nz



RESOURCES

Harakeke/Flax - from the root to the flower the harakeke shares its properties.



ADVICE

Korimako/Bell Bird - fluent, graceful speaker.



EVENTS

Whakaatu/Presenting - the peak of the mountain as a stage to present from

