



Agenda

MEETING PARTICULARS

Date:
Start time:
End time:
Location:

KEY ROLES

Primary Facilitator:
Secondary Facilitators:
Timekeeper:
Minute taker:
Scribe:

Purpose of Meeting:

Desired Outcomes: -
-
-

Agenda Items [the president fills this out before hand (together with an advisor's guidance), and has it sent out before the meeting. The items listed already are generally considered a standard agenda, but not mandatory.]:

#	Start (time)	Duration (mins)	Item Type (IS/IP)	Who (lead)	Item
					Opening Prayer
					Adoption of Agenda
					Acceptance of Minutes
					Treasurer's Report
					Old Business
					New Business
				Chaplain	Chaplain's Comments
					Next Meeting
					Closing Prayer
					CYMK Klych/Cheer (optional)



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Sample Agenda:

Agenda Items:

#	Start (time)	Duration (mins)	Item Type (IS/IP)	Who (lead)	Item
1.	1:00	2	IS	John	Welcome
2.	1:02	3	IS	John	Review purpose, desired outcomes, and agenda
3.	1:05	5	IS	Mary	Share information on the next CYMK conference
4.	1:10	10	IP	Oksana	Review status of the CYMK lunch scheduled for Oct. 9
5.	1:20	10	IP Brainstorm	John	Brainstorm list of potential activities for this CYMK local to pursue over the next 8 months
6.	1:30	20	IP Prioritization, Decision	John	Discuss and select top 3 choices for CYMK local to plan for next 8 months
7.	1:50	5			(not allocated)
8.	1:55	5	IS	John	Confirm all Desired Outcomes achieved, Plan next meeting
9.	2:00	n/a			Meeting finished



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Background:

Meetings

Having CYMK-UOY meetings are just as important having a CYMK-UOY. These meetings allow you to facilitate and better organize your youth group, plan events, make key decisions, have elections, etc. In fact, any decisions related to money should be made through a motion at formal meetings, and recorded. Meetings are ultimately indispensable because face-to-face is often the best form of communication, and because for groups, meetings allow for the flow of participant's ideas to be shared efficiently (more so than instant messages). Meetings should be held at the very least once a month.

“At worst, a meeting is a gathering
where people speak up, say nothing,
then all disagree.”

Locations & Dates of Meetings:

For the initial meetings, it may be best to hold them Sundays after church for convenience. Afterwards, the meeting time and day can be changed to the discretion of each CYMK-UOY. To set up meetings, get in contact with your members. Prior to the meeting, send constant reminders. Utilize social media, technology, and church announcements/bulletins.

Don't limit yourself; meetings can be held anywhere and at any time. The point is to be able to get together and make key decisions, but that doesn't mean you can't have fun!



First step to a successful meeting? Plan the meeting!

How to Plan a Meeting:

The agenda is the key element of a meeting, as it instructs the group of the goals and objectives for meeting, and guides the flow of topics, decreasing side-conversations. An agenda should be prepared before the meeting, and sent out at least 24 hours prior to the meeting. The president usually does this together with the advisor. The following questions will guide you in making an effective agenda.

1. What are the meeting's purpose and desired outcomes?
 - a. **Purpose:** The reason for bringing everyone together for the in-person meeting, i.e. "to share and process information relative to..."
 - b. **Desired Outcomes:** Specific statements about what is to be accomplished during the time spent in the meeting
2. Is a meeting necessary?
 - a. Determine if there is a better, but sufficient, way to achieve the desired outcomes.
Alternatives:
 - i. Conference call or Skype call
 - ii. One-on-one conversations (rather than the entire group)
 - iii. Email (of information to be discussed, of responses/feedback) or social media
3. Who should attend?
 - a. Applies when working on projects or events – does the entire group need to be together or just a sub-section?
4. What is the macro-composition of the group?
 - a. Again, applicable to projects and events, as each member has different skills and talents to offer
5. What is the agenda and topic flow?
 - a. Ensure that the most important topics are allocated an appropriate amount of time –so that the most important items are addressed
 - b. Try to limit your meetings to 30-45min.

"If you don't know where you are going, you'll
wind up somewhere else and not know how you
got there."

Yogi Berra



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Agenda Elements:

Meeting Roles

The following lists the different roles in a meeting. While traditionally the president is chairperson and/or facilitator and secretary the minute-taker, it is recommended that these roles are rotated through the entire membership body, so that each member has an opportunity to learn and develop their skills.

Chairperson is responsible for the outcomes and products of the meeting, is usually the president or head of project/event team. **Facilitator** is responsible for the process of the meeting. **Timekeeper** keeps track of time spent on agenda items and informs the group of time status at suitable intervals (politely, not interrupting the speakers). **Minute Taker** takes notes concerning decisions reached and action items assigned (essentially who has agreed to do what, by when). These items should be reconfirmed at the end of the meeting. These items should be documented and distributed to all attendees within a few days of the meeting. **Scribe** captures what is being said by the group visually, whether on a whiteboard or a flipchart, so items can be referenced later. They use the wording used by the person spoken but don't record the person's name. Can then be taped to walls.

Item Classification

IS: Info-sharing. **IP:** info processing, such as brainstorming, discussion, decision making, planning etc.

Time Allocation

For each item, assign how long the conversation should take. Take into account the desired outcome that needs to be produced, the degree of familiarity of the attendees with the topic and each other, and also leave time for upfront briefing, potential conflicts and the number of people involved.

Sequence of Items

Group info-sharing items together, and use info-sharing as a time to allow the group to warm-up. Sequence info-processing items so that they build upon one another. When possible, DO NOT sequence the most difficult or controversial item first. When possible, finish with an item that will bring the group together.

Minutes

Have the secretary make the previous meeting's minutes ready for reading and approval beforehand. They should be stored in a binder at your parish meeting space or online. See the document template for meeting minutes.

Business Items

Old Business: Discuss ongoing events, or past outings etc. List each one in its own line item. **New Business:** Discuss any upcoming events, outings, CYMK-UOY programs, etc. List each one in its own line item. **Chaplain's Comments:** Allow your chaplain time to make remarks. **Opening and Closing Prayers:** have a different individual lead the prayers each time. "Heavenly King" for opening prayers and Parish Troparion or "It is truly meet..." to finish the meeting.