



## Action and Celebration

### Meeting Agenda and Host Guide

*We suggest that this meeting be around 1 hour long.  
Be sure to allow for some time before the meeting starts for team members to socialize.*

### Tips to Prepare for Your Meeting:

**Plan Your Meeting:** Decide if your meeting will be in-person or virtual.

- If virtual, Some virtual meeting options include Zoom or Google Meets.
  - NOTE: Free video call options - [Zoom](#) allows for a maximum of 40 minutes free and [Google Meet](#) allows for 1 hour with a google account.
- If in person:
  - Decide where to meet. If you are not comfortable inviting the team to your home, ask your team leader or another team member if they could host or consider a nearby public location like a library, community center, or cafe with WiFi access.
  - Set up a seating area for your guests with a computer or TV with computer connection option (usually an HDMI cable or screencasting) so you can show a video and folks can easily see and hear it.
  - If you can, consider offering drinks or snacks! Since this is the Celebration meeting, consider doing a potluck, where each team member would bring a small dish, snack or beverage to share!

**Send a Reminder Email:** One week before the meeting, send a reminder email to your team with the day/time/location of the meeting as well as the follow up activity that folks should have completed before the meeting. If you are meeting virtually, include the link for the virtual meeting. It can also be helpful to add your phone number into the email in case people arriving have questions about where to go or park. Here's a sample email:

- *"Hi all! Just a reminder our next team meeting is next [date, time] at my home, [address]. Please remember to review the Make A Plan action and begin working on your plan before we meet. If you have any questions or need help finding my place, please feel free to text or call me at [phone number] I look forward to seeing you all then!*
- If you like the potluck idea, be sure to include in the reminder email an ask for everyone to bring a small dish, snack or beverage for the group to share at your upcoming meeting. Some ideas on what to bring - something locally sourced, plant based, organic or something special to your family or culture!

**Facilitation Tips:** Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

To get ready right before your meeting, be sure to:

- Read through the agenda and practice any parts of the meeting that would be helpful like checking your video setup and playing the topic video.
- Look through the resources, read each one so you are comfortable with the content and ready to share them.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.

During discussion sections of the meeting:

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much: consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot: consider thanking them for sharing and asking the group if anyone else has thoughts they would like to add.
- If anyone has questions throughout the meeting that team members can't answer, ask the Team Leader to take notes and send them to the program leaders for assistance.

## **Community Action & Celebration Meeting Agenda**

- **Time for Informal Socializing** (*10 - 30 minutes before the meeting start time*)
  - As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
  - Encourage folks to chat and connect before the meeting gets started!
- 15 minutes - **Welcome and Discussing Last Meeting Topic**
  - Welcome everyone
  - Discuss the topic from the last meeting and ask people to share what steps they have taken. Go around the room so everyone can participate. Ask the following:
    - How did it go with completing actions? Did you reach any obstacles or have any questions?
    - Touch base on your project action. What are the next steps?
- 5 minutes - **Show Community & Learning Action Video**
  - Introduce the topic - for example:
    - Today we'll be focusing on the Community & Learning action category. First we'll start with a video that will provide an overview of the action category.
  - **The video can be accessed [here](#):**
- 15 mins - **Activity: How Can We Expand Our Impact?**

- Discuss the video and talk about the ways you can expand your impact beyond your team and inspire others to learn about climate solutions and resilience and take actions! Some examples:
  - Talk about Solutions
  - Help form new teams
  - Volunteer
  - Civic Engagement - advocate with city council for bike lanes, stronger climate policies, safer traffic stops, etc.
- Share the Resources for this action category (if any).
- Go around and so everyone can talk about one action they are interested in taking to expand your impact beyond the team or one they have taken and if they can help others.
- 20 minutes - Celebrate!!
  - Navigate to your Team Page on the Challenge challenge and review what you all have accomplished! It is huge!
  - Go around so everyone can share - what did you like most about the Team program? What actions will you work on next?
  - Hand out certificates of appreciation and completion!
  - Talk about staying in touch - you don't need to stop meeting! You can choose to continue to come together a couple of times a year or more to continue to work together on projects and help each other take individual actions. Decide on when you would like to meet next.
- 5 minutes - **Thank you!!**
  - **Thank everyone for coming to the meeting!** Remind everyone of any plans to get together next.

### **Follow Up from your Meeting**

Great work! Terrific job leading your meeting! We hope you had fun and that your team is excited about the topics and taking actions. Your last step - follow-up:

- After your meeting, ideally within 24 hours, send a follow up email to everyone in your group. Here's a sample email:
  - *"Thank you all so much for attending yesterday's team meeting and all your amazing work and participation in the Team Program! It is so exciting to see what we have accomplished together.*
  - *I look forward to staying in touch! As a reminder we decided to meet again on [date, time] and will be hosted by [name of next meeting host].*
  - *Add in any details about project activities coming up (if any).*
  - *Include any followup information by email such as certificates of appreciation and completion as needed.*