

STF First Meeting Sample Agenda

Day, Date, Time

1. Introductions [also pass around sign-in sheet] (12:00 – 12:05)
2. “The First Grader” Screening (12:05-12:10) [most important item should always be first on the agenda]
 - Saturday, September 24th from 9:30-2 PM at Palisade Charter HS
 - Who’s interested in going? [take notes of people who sign up and give a list to your STF intern]
 - Do we need to figure out transportation or getting out of class?
3. What is the CRC? (12:10-12:20)
 - PowerPoint
 - Discussion/Questions
4. Brainstorm: What kind of education and advocacy project can we do for the CRC in October and later for the 22nd Anniversary Campaign Week in November 16-20? [write ideas on the board] (12:20-12:35)
5. When is Club Day and what are plans to recruit new STF members?

First Meeting Sample Minutes

Day, Date, Time

Present: Bob, Joe, Susie, Diane, Derrick, Matt, Tania, Mr. Jones

Action Items:

1. **All:** Contact teachers about speaking about letter writing campaign for CRC
2. **Mr. Jones:** Reserve space for CRC Camp
3. **Bob:** Email STF Intern list of those attending CRC Camp event
4. **Susie:** Make PA announcement about upcoming STF meeting
5. **Derrick:** Research Club Day information

Agenda minutes:

1. **Pali** – will be hosting the “The First Grader” screening on Saturday, September 24, 9:30-2PM. Students will have to figure out logistics, times, permission, space on campus, and materials to include for the tent issues.
2. **CRC Update**
 - a. We watched a PowerPoint presentation on the CRC and discussed the following things...
3. **CRC Advocacy Project**
 - a. We’ve narrowed it down to X, Y, or Z. We’ll decide next week on which project to choose...
4. **Club Day** information will be researched by Derrick for our next meeting.

How to Take Meeting Minutes

1. Start by noting the event, and indicating the date. (EX: STF Meeting, Venice High, Sept. 23, 2014).
2. Note all present at meeting (distribute sign-in sheet to help you on this).
3. List all action items first. Action items are things that people volunteer to do (or have been assigned to do...) before the next meeting.
4. List agenda items, in number or letter form. If the first item on your meeting's agenda is to discuss last week's event, you would record this in the minutes like this:

 A. Last Week's Event

 or

 1. Last Week's Event.
5. Be sure to take detailed notes during the meeting so that you don't miss anything.
6. Once you have composed these minutes, distribute them to your STF advisor and club members.