

# Institutional Equity Plan (2018-2019)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Institutional Equity Plan (2018-2019)		
<b>OBJECTIVE OF MEETING:</b> Equity Plan creation process		
<b>DATE:</b> 09/24/2018 <b>TIME:</b> 3pm-5pm	<b>LOCATION/ROOM #:</b> Submarine <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Joshua Moon Johnson and Pam Chao		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Cesar Reyes		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Alloted</b>
Check-Ins	All	15 min.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Charter and 1. Hopes and Hope Nots 2. Expectations for each other 3. Roles of members, chairs, governing bodies. 4. Process for creating a plan 5. Outcomes we will produce 6. Timeline and action items 7. Resources for this year	Joshua Moon Johnson and Pam Chao	45 min.
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
B. Background on our Project C. Operationalizing definitions D. Meetings and meeting structure E. Town Hall Planning 10/26 F. Communication plan and transparency G. Next actions	Joshua Moon Johnson and Pam Chao	60 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	
Town Hall Planning 10/26	Joshua Moon Johnson and Pam Chao	

