

Institutional Equity Plan (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Institutional Equity Plan (2018-2019)		
OBJECTIVE OF MEETING: Equity Plan creation process		
DATE: 09/24/2018 TIME: 3pm-5pm	LOCATION/ROOM #: Submarine CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Joshua Moon Johnson and Pam Chao		
TIMEKEEPER:		
ASSISTANT: Cesar Reyes		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Check-Ins	All	15 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
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.
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
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.
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
Town Hall Planning 10/26	Joshua Moon Johnson and Pam Chao	
OTHER INFORMATION:		