COMMUNITY STEERING COMMITTEE MEETING AGENDA (sample)

1. Welcome and Introductions

2. Review of last meeting minutes (if you have them)

3. Appoint a Recorder of the minutes – be sure to record any decisions or actions steps.

4. C&SRC Report
   - Past Programs (stats, evaluation, positives, negatives)
   - Upcoming Programs (dates, time, location, resources required, promotion methods)
   - Partnerships
   - Training & Leadership Opportunities
   - Input from Steering Committee / Questions / Concerns

5. Supervisors Report
   - Updated financial report – how many dollars are available between now and August 31st
   - Supervisory update/ progress
   - Review of program reporting requirements and upcoming deadlines
   - Other

6. Steering Committee Discussions:
   a. Program Review (Review of Annual Program Plan at each meeting)
      i. Feedback from past program – highlights & challenges?
      ii. Review of upcoming program plan – changes & revisions?
      iii. Community needs – are we meeting them?
      iv. Partnerships – do we need help to fulfill our mandate?
   b. CSRCs
      i. Has there been CSRC stability or high turnover – what are some of the factors?
      ii. Supervision – is the CSRC receiving adequate support / performance management / feedback?
      iii. Does the CSRC have adequate office space and access to telephone and computer?
   c. Self Monitoring:
      i. Does the steering committee function as desired?
      ii. If yes, what do you do to make it work? If no, how might it be changed?
      iii. Is there anything the NSCRD staff can do to help?
      iv. Does the community and school wish to continue to participate in the program?
      v. Are there community management changes desired by the community and school i.e. employer, program manager/ supervisor, steering committee?

7. Set dates for next meeting

8. Northern Sport, Culture and Recreation Community Relations Coordinators (CRC) Report:  Speak to some upcoming Northern District programs and his role to work with communities. Program / grant opportunities etc. The CRC is often available to join the meeting by conference call if not “in person”.

9. Review Actions / Timelines / Responsibility

10. Other