**Organization Meeting Agenda**

Date, Time

Facilitator: (assign this role)

Note Taker/Moderator: (assign this role)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Lead** | **Discussion Item** | **Action / Outcomes** |
| 11:3010 min |   Facilitator | * Welcome and Agenda Overview
* Time for the fun (ice breaker)
* Approval of Minutes
 | Approve Minutes |
| 11:4010 min  | Member Name | **Design Committee Update*** Building Inventory
 |      |
| 11:50 10 min | Member Name | **Organization Committee Update*** Update on new volunteers
 |    |
| 12:0010 min |  Member Name | **Economic Vitality Committee Update*** Business Retention Plan
 |   |
| 12:1015 min  | Member Name | **Promotions Committee Update**Annual Event* Marketing and Outreach
* Sponsorships
 |   Assign Tasks   |
| 12:255 min |  Moderator | **Close Meeting*** Review Action Items
* What is working well, where can we improve?
* Identify items for next meeting
 |    |
| 12:30 |  Facilitator | **Adjourn** |   |