

THIS IS A TEMPLATE.
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This version by @vingib 21.01.22

ALWAYS COPY BELOW THIS LINE AND PASTE TO TOP OF OF DOCUMENT

GROUP/CIRCLE NAME

DATE

AGENDA AND MINUTES

DATE	//
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PRESENT	CONTACT	ROLE (eg Internal coordinator)
Vin		Facilitator
		Minute taker

STANDING ITEMS

- A. Assign a facilitator and minute-taker .

B. Do check-ins – (one thing you're grateful for, how are you feeling, ask what would make it easier for people to be present in this meeting today? [This helps to enrich the culture, build trust and deepen relationships])

C.

D. Regenerative Cultures Reminder

(invitation: pause, breathe, close eyes):

We are transitioning towards regenerative cultures. These are cultures of respect and listening, in which people deal with conflicts when they arise, using short feedback loops to talk about disagreements and issues without blaming and shaming. They are cultures in which we cultivate healthy boundaries by slowing down our yes' and returning tasks when we are unable to follow through. They are healthy resilient cultures built on care and support, where people arrive on time for commitments. We are all crew.

Alternative for Covid-19 Lockdown Period:

Let us take a moment to be present with each other, despite the physical distance we have to maintain. Let's remember that we are transitioning to regenerative cultures. These are cultures of respect, understanding, inclusivity and listening where we arrive on time for commitments, slow down our yes, return tasks we cannot complete, where we do not blame and shame. We deal with issues and conflicts as they arise, using short feedback loops to talk about disagreements and issues without blaming and shaming. These are also cultures where we understand and celebrate that we are all deeply connected to the natural systems that sustain us, and that what affects us in one time and place will come to affect all of us. We are a part of nature, a part of each other, never apart. Let us embrace this time of isolation and reflection as an opportunity to revisit our principles and values. Let's use the time and space as a cocoon in which we transform, ready to continue our rebellion in new beautiful and creative ways when we reemerge. We are all crew.

E. Name the purpose of the meeting

F. (i) BEFORE MEETING please Copy APs from last meeting's Action Points grid into Actions Review grid

(ii) Actions review of the Minutes of the last meeting- this is *NOT A DISCUSSION* but done for accountability, and to gain clarity on where we are

		ACTIONS REVIEW
#	<u>WHO</u>	<u>WHAT</u>
1		

2		
3		
4		
5		

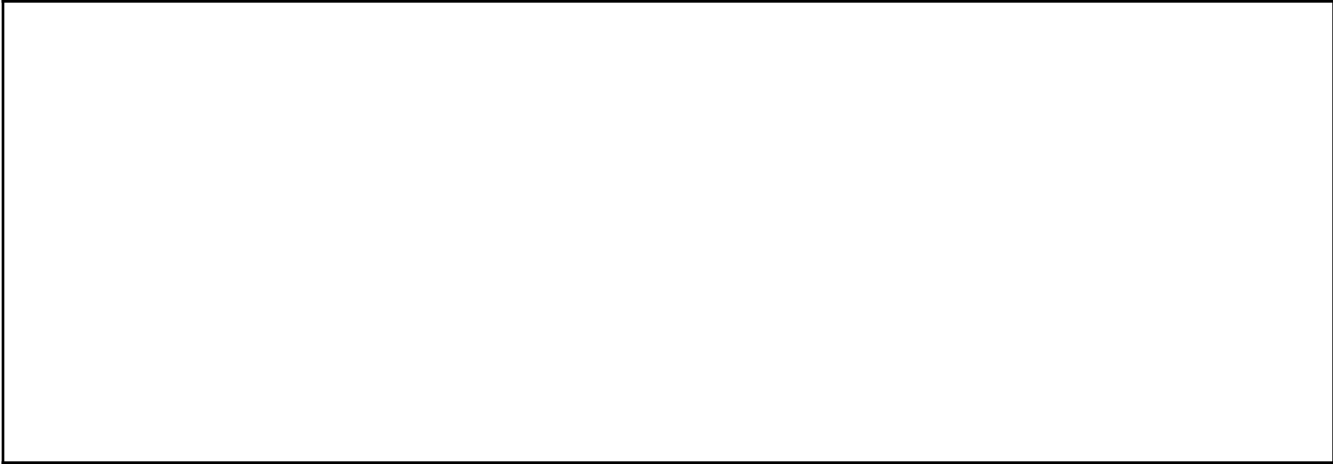
- G. Project Updates and Reports from Subgroups Two minutes each-no discussion, see the PROJECT BOARD, add as agenda points if discussion is desired)
- H. Build the Agenda - prioritise/move/remove items with discussion with attendees as appropriate to meeting objectives/time constraints etc

GROUP AGREEMENT

<ul style="list-style-type: none">-Sober safe space.-Turning cameras off when eating or drinking.
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Notes

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AGENDA ITEMS and MINUTES

Enter minutes into blue bar under item

<u>ITEM No.</u>	<u>ITEM DESCRIPTION</u>	<u>Duration</u>	<u>TIME</u>
<u>1</u>		20	19.00
<u>Minutes</u>			
<u>2</u>		5	19.20
<u>Minutes</u>			
<u>3</u>		10	19.25
<u>Minutes</u>			
<u>4</u>		15	19.40
<u>Minutes</u>			
<u>5</u>		10	19.55
<u>Minutes</u>			
<u>6</u>		10/15	

<u>Minutes</u>			
<u>7</u>		15	
<u>Minutes</u>			
<u>8</u>		10	20.37
<u>Minutes</u>			
<u>9</u>		15	20.47
<u>Minutes</u>			
<u>10</u>		5	9
<u>Minutes</u>			
<u>11</u>		25	
<u>Minutes</u>			
<u>12</u>		5	
<u>Minutes</u>			
<u>Minutes</u>			
<u>Minutes</u>			

ACTION POINTS

If you are given an AP please update the “status” row with how it’s going, for inclusion in the action updates for the next meeting. You could use terms like “done” or “pending”, or “to be carried to next meeting”

	<u>What</u>	<u>Who</u>	<u>When</u>
1			
status			
2			
status			

3			
status			
4			
status			
5			

SET NEXT MEETING DATE; (eg “Monday 22nd April @ 13.30”)

...day 00/00/00 @ 00.00

CHECK OUTS sharing gratitude for something that has happened in the meeting [This can just be 1-2 words if time is short]

Vision reminder

(invitation: pause, breathe, close eyes): Let us take a moment to consider why we are here. Let’s recall our love for the whole of humanity, in all corners of the world. Let’s remember our love for this beautiful planet that feeds, nourishes and sustains all life. Let’s recollect our sincere desire to protect all this, for now and for generations to come. As we act today/this week, may we find the courage to bring this sense of peace and appreciation to everyone we encounter, to every word we speak, and to every action we make. In this emergency. Together. Rooted in love. We are all we need.

CLOSE MEETING.