



Procedure for Scheduling and Facilitating LEAD Team meetings

Purpose

To establish regularly scheduled meetings with the curriculum planning team and the executive committee to facilitate ongoing communication for event planning, creative brainstorming, assessment of program goal effectiveness, and budget management.

Applicability

LEAD coordinator, LEAD executive committee, LEAD curriculum planning team, and meeting location facility.

Instructions

1. Curriculum Planning Team meetings (CPT)

- The curriculum planning team meets every two months unless there is a need to meet more often or not as often, depending upon program activity.
- In-person meetings are typically scheduled on the 4th Tuesday of those months from 8-9:30 a.m. at the City of St. Charles' municipal center. (Meetings could be located at one of the other LEAD City's facilities, if needed.)
 - Establish all or most of the calendar year's meeting dates in advance. Dates can be adjusted as needed.
 - Send an Outlook invitation to all team members with the location or "TBD" for the location.
 - Schedule two informal team-building meetings each year with the CPT and executive committee – one in December, usually a breakfast meeting (8-9:30 a.m. – Meals are complimentary for team members), and one in the summer, usually an afternoon meeting at a restaurant (3-4:30 p.m. where LEAD purchases appetizers and non-alcoholic drinks).
- Meeting at the City of St. Charles City Hall
 - St. Charles meeting rooms can be reserved through one of the St. Charles Team members' access to the online reservation system or by calling the city hall receptionist at 630-377-4400.
 - The council committee room is a good size for the LEAD team and has a television screen that can be connected through the HDMI cable to show videos.
 - The Human Resources department at the City of St. Charles has a laptop and projector that would be available to borrow for that or other meeting rooms, if necessary.
 - If a larger room is needed for social distancing, the St. Charles Council Chambers would be a good option.
 - St. Charles requires advance notice for outside visitors entering the building and for an employee to escort visitors to meeting rooms. Arrange for one of the St. Charles team members to be in the reception area 10 minutes prior to the meeting.

- Zoom Meetings - If the pandemic gathering limits are still a factor, or if it seems more efficient, Zoom team meetings can be scheduled.
 - The City of St. Charles HR department has access to a Zoom account, if needed.
 - If utilizing Zoom, copy the Zoom link into the Outlook invitation.
 - The Zoom host can share the screen and show speaker videos to the team.
- Send meeting reminders to the team
 - A week in advance with the agenda uploaded to the curriculum planning team page of the LEAD website and linked in the email (or just attached if not using the LEAD website).
 - The day before the meeting with agenda updates or preparation needed from the team.

2. Facilitation the meeting -Day of the meeting

- Coordinator
 - Provides bottles of water and coffee in the meeting room if desired.
 - Brings copies of agendas and attachments to the meeting unless team members have been asked to bring them (bring some extras).
 - Facilitates discussion among team members.
 - Start meeting on time.
 - Encourages differing points of view
 - Asks team members to reflect on what their City's needs might be
 - Invites questions and input from all team members
 - Confirms the next meeting
 - End meeting on time.
 - After the meeting has concluded, wipe off the table and chair arms with disinfectant spray (provided in the meeting room) and make sure the meeting room is tidy before leaving.
- Meeting Follow-up
 - Send the meeting minutes to members, ideally within a week of the meeting.
 - Copy meeting minutes from a previous meeting and change the date and content to maintain consistent meeting minute formatting. (See electronic Curriculum Planning Team folder for meeting agendas and minutes.)

3. Executive Team Meetings

- The executive committee meets quarterly unless there is a need to meet more often, depending upon program activity.
- In-person meetings are typically scheduled on the first Tuesday of those months from 8-9:30 a.m. at [Randall's Pancake House](#) in South Elgin.
 - Establish all or most of the calendar year's meeting dates in advance. Dates can be adjusted as needed.
 - Send an Outlook invitation to all team members with the Randall's Pancake House location.

- LEAD coordinator:
 - Arrives 15 minutes in advance to the meeting location.
 - Starts the meeting on time.
 - Brings copies of agendas and handouts.
 - Facilitates the discussion based on the agenda or other items brought up during the meeting.
 - Re-states action items that were identified during the meeting.
 - Confirms the next meeting date and time.
 - Ends the meeting on time.
 - Pays for the breakfast for all team members, preferably with a LEAD team member's credit card.
 - Submits the receipt to the appropriate City for credit card usage documentation.
- Schedule two informal team-building meetings each year with the CPT and executive committee – one in December, usually a breakfast meeting (8-9:30 a.m. – Meals are complimentary for team members), and one in the summer, usually an afternoon meeting at a restaurant (3-4:30 p.m. where LEAD purchases appetizers and non-alcoholic drinks).
- Zoom Meetings - If the pandemic gathering limits are still a factor, or if it seems more efficient, Zoom team meetings can be scheduled.
 - The City of St. Charles HR department has access to a Zoom account, if needed.
 - If utilizing Zoom, copy the Zoom link into the Outlook invitation.
 - The Zoom host can share his/her screen to show documents, if needed.
- Send meeting reminders to the team
 - A week in advance with the agenda uploaded to the executive committee page of the LEAD website and linked in the email (or just attached if not using the LEAD website).
 - The day before the meeting with agenda updates or preparation needed from members.
- Meeting Follow-up
 - Send the meeting minutes to members, ideally within a week of the meeting.
 - Copy meeting minutes from a previous meeting and change the date and content to maintain consistent meeting minute formatting. . (See electronic Executive Committee folder for meeting agendas and minutes.)