

## Agenda: First Meeting

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### Preparation

- The purpose of the meeting is to form a connected and purposeful team. To allow time for team-building, the meeting may extend beyond one hour.
- Since this meeting takes place prior to the election of officers, the Keystone advisor will facilitate with the leadership and partnership of Keystoners.
- Download the **What Sparks Your Passion? Community Builder** resource. The Keystone advisor or one or two Keystoners will prepare to lead the group in this activity.
- Identify a note-taker to record highlights of the discussion and the team's decisions on a flip chart.
- Decide who will facilitate each agenda item, and fill in the names on **Agenda: First Meeting** (page 2).
- Print copies of the completed **Agenda: First Meeting** (page 2).

### Step-by-step instructions

- Distribute copies of the completed **Agenda: First Meeting** (page 2) to each Keystoner.
- Use **Conversation Starters** (pages 3-4) to facilitate the discussion. After each discussion prompt, the facilitator should share their own ideas and invite Keystoners and the Keystone advisor to contribute their ideas.

## Agenda: First Meeting

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Keystone advisor \_\_\_\_\_

Note-taker \_\_\_\_\_

Members present \_\_\_\_\_

Agenda item	Content points	Agenda item facilitator(s)
<b>1. Welcome and introduction</b> (5 minutes)	<ul style="list-style-type: none"> <li>• Welcome each Keystoner to the group.</li> <li>• Review the purpose: to form a connected and purposeful team.</li> </ul>	
<b>2. Community builder</b> (10 minutes)	<ul style="list-style-type: none"> <li>• Start with the <b>What Sparks Your Passion? Community Builder</b> to get to know each other and have fun together.</li> </ul>	
<b>3. Youth-adult partnership discussion</b> (20 minutes)	<ul style="list-style-type: none"> <li>• See <b>Conversation Starters</b> for guiding questions on youth-adult partnerships (pages 3-4).</li> </ul>	
<b>4. Creation of group agreements</b> (20 minutes)	<ul style="list-style-type: none"> <li>• See <b>Conversation Starters</b> for guiding questions on group agreements (pages 3-4).</li> </ul>	
<b>5. Getting to Know Each Other</b> (20 minutes)	<ul style="list-style-type: none"> <li>• See <b>Conversation Starters</b> for guiding questions on getting to know each other (pages 3-4).</li> </ul>	
<b>6. Reflection</b> (5 minutes)	<ul style="list-style-type: none"> <li>• Discuss what happened in the meeting, how it felt, what you will do differently in the future.</li> </ul>	
<b>7. Recognition</b> (2 minutes)	<ul style="list-style-type: none"> <li>• Congratulate each other on a successful first Keystone Club meeting!</li> </ul>	
<b>8. Closing</b> (5 minutes)	<ul style="list-style-type: none"> <li>• Wrap up by setting a date and time for the next meeting.</li> </ul>	

## Conversation Starters

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### **Topic 1: Youth-adult partnerships**

The partnership between the advisor and teens is what makes Keystone a great experience. The Keystone advisor is always there to support you in becoming the leaders you're meant to be. At times they will guide, mentor, coach or teach you and, at other times, they will jump in as a partner to do the work alongside you.

- Why do you think Keystoners need an adult advisor? *(possible responses: to support you in making Keystone a great experience, to provide important information, to give you access to resources and contacts, to help you move the work forward, to make sure everyone stays safe)*
- What is a youth-adult partnership? *(possible responses: both contribute equally to the experience, teens' voice matters as much as advisor's, opinions and ideas will be taken seriously, you'll have a say in important decisions, advisor and teens bring different perspectives and experiences, they learn from each other by working alongside each other)*
- What do you think the Keystone advisor does? *(possible responses: support teens in leadership roles, give everyone a chance to contribute, help teens gain leadership experience, partner with you in Club planning, point out important resources, guide you in finding solutions, offer help when you're stuck)*
- What is your role in the partnership? *(possible responses: make sure your advisor is included in the planning of all meetings, make sure your advisor participates fully in all meetings, ask questions of the advisor, ask for support when you need it, ask for input on important decisions you have to make)*

### **Topic 2: Creation of group agreements**

Group agreements are important because they help new Keystone Clubs and established Clubs starting a new year find a safe and supportive way to work together.

- How do we want to work together as a team? *(possible responses: attend meetings regularly, be on time for meetings, stay for the whole time, give everyone a chance to speak, respect others' opinions)*
- What can each of us do individually to make the experience a success? *(possible responses: commit to being my best self, take responsibility for being part of a team, bring my attention back when I get distracted, speaking up when I disagree or see something that isn't working)*
- How do we want to handle challenges or conflicts? *(possible responses: talk about it, hear both sides, remember our agreements)*
- Can we all commit to these agreements?
- Are there any changes or additions we want to make?
- Where can we post the agreements so we can review them at the beginning of each meeting?

### **Topic 3: Getting to know each other**

Getting to know each other as a team lays a foundation for our work together. We'll start this by focusing on our passions, interests and the kind of leaders we want to be.

- **Passion.** Passion is not something you find only once. It continues to change as you face new opportunities and experiences in your life. Finding your passion is a good starting point for leadership. People who know their passions often are the best leaders because they inspire others with their energy and enthusiasm.
  - ✓ What is your passion?
  - ✓ What are you most excited about doing?
  - ✓ What are the ways you express your passion?
  
- **What matters.** Your passion sometimes points to things in the world that don't make sense or aren't as they should be. For example, if you're passionate about nature and the outdoors, you may see a need to help people become more compassionate and respectful of the environment. Or, if you're passionate about books, you may see a need to teach reading to people who haven't learned to read.
  - ✓ What matters to you?
  - ✓ What problems do you notice that don't make sense to you or seem unfair?
  
- **Leadership strengths.** In Keystone, you'll discover more about the leadership strengths you already have as well as areas you'd like to build on.
  - ✓ What leadership strengths are you already aware of?
  - ✓ What do you want to bring to Keystone?
  - ✓ What leadership strengths do you want to build?