

## Meeting Planner

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Planning each Keystone meeting in advance is important, because a well-planned and organized meeting will hold everyone's interest and keep the team on track. This checklist helps you plan the details so your Keystone meeting will be focused and productive.

### Instructions

- Keystone advisor and officers (planning team) should plan each Keystone meeting in advance.
- If your Club has not elected officers, the advisor should partner with one or two Keystoners to plan.
- Planning should be done at least one day before the meeting. Allow at least one hour for planning.
- Use this checklist to plan all items included the meeting. Make notes at the end if you need to.
- Have the **Meeting Agenda** resource in front of you, and transfer the details to that form.
- If you're responsible for an agenda item, download the resource and read it in advance.
- Print the planner and bring it with you to the meeting so you can refer to your notes.
- Review the **Guidelines for Facilitating Meetings** resource for tips to lead the meeting.

<b>Prepare for your Keystone meeting</b>	
<b>1. Date and time to meet</b>	<input type="checkbox"/> Confirm the date and time
<b>2. Meeting place</b>	<input type="checkbox"/> Confirm the location <input type="checkbox"/> Set up the room <input type="checkbox"/> Gather any materials needed for the meeting
<b>3. Meeting roles</b>	Identify who will be in the following meeting roles: <ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitator—reviews group agreements, leads the team through the agenda and guides discussion</li> <li><input type="checkbox"/> Co-facilitator—assists the facilitator and shares responsibility for agenda and discussion</li> <li><input type="checkbox"/> Note-taker—takes notes at meetings (<b>Guidelines for Taking Notes</b>)</li> <li><input type="checkbox"/> Community builder leader—prepares and leads the team in the community builder activity</li> <li><input type="checkbox"/> Reflection/recognition leader—prepares and leads reflection and recognition part of the meeting</li> </ul>

## Plan the Keystone meeting agenda

### 1. Warm welcome

- Think about each teammate and how you want to greet them by name.  
(For example: “Hi Grant, good to see you. Let’s talk after the meeting about plans for Friday.”)

### 2. Community builder

- Choose a community builder (use your own or one from the **Community Builders** resource)

### 3. Group agreements

- Post group agreements in meeting room
- Plan to revisit group agreements during meeting

### 4. Meeting introduction

- Decide how to introduce the team to the focus/discussion topic  
(For example: “Today we’ll be brainstorming to come up with ideas for possible projects.”)

### 5. Focus/discussion topic

(select one or more topics from the list below; some discussions will take place over several meetings)

#### **Recruitment: Grow your Keystone family**

- Recruitment (**Agenda: Recruitment Meeting**)

#### **Orientation: Welcome new members**

- Orientation (**Agenda: Orientation Meeting**)

#### **Preparation: Conduct your first meeting**

- First meeting (**Agenda: First Meeting; What Sparks Your Passion? Community Builder**)

#### **Roles: Identify leadership roles**

- Leadership roles (**Leadership Roles**)
- Elect officers (**Guidelines for Electing Officers**)

#### **The Charter Year: Plan for your Keystone Club year**

- Goals for your charter year (**Chartering Your Club**)
- Plan and calendar for the year (**Yearly Planning Calendar**)
- Budget for the year (**Budget Planner**)
- Fundraising strategies (**Fundraising Guidelines and Planner**)

#### **Reflection: Evaluate your Team’s Progress**

- End-of-year reflection (**Reflect on Your Keystone Experience**)

#### **Project Work: Design and Plan a Project**

(Keystone National Project/projects in four key focus areas)

- Passion + Problem = Project process (**Passion + Problem = Project Planner**)

- Plan for action (**Project Action Plan**)
- More about identified needs/problems (**Research Methods and Resources**)
- Project promotion (**Promote a Project**)
- Evaluation/reflection (**Evaluation: How Did the Project Go?**)
- Presentation/celebration (**Sample Presentation Outline**)

**Conference: Prepare for Keystone National Conference**

- Raising money for the conference (**Budget Planner**)
- Keystone National Conference Steering Committee (**Conference Steering Committee Roles**)
- Project submission (**Award Categories**)
- Other meeting focus/discussion topic \_\_\_\_\_

**6. Reflection**

- Consider these options for the meeting reflection:
  - Individual reflection: journaling, artwork, or acting out responses
  - Group reflection: discussing or answering questions in a group or in pairs
  - Suggested question: “What did you notice, learn or experience today?”

**7. Recognition**

- Think about how to give positive, specific feedback on teammates’ contributions  
(For example: “Tyler, you came up with so many good ideas today!”)
- Consider how to encourage teammates to recognize each other’s contributions

**8. Closing**

- Set a date and time for the next meeting
- Recap actions to do before the next meeting (including tasks that need more support/work)  
(You’ll use these to develop the agenda for the next meeting)

**Meeting Notes**