

Meeting Agenda People – or MAP – Mandate

(Mandate consensus at July 2014 HOA, new team's name chosen at August 2014 HOA)

The purpose of Meeting Agenda People (referred to as MAP) is to support the community in the creation of plenary meetings, which are grounded in our mission and values as well as in our evolving needs and dreams for our time together. The team works collaboratively with the facilitators, presenters, and the community.

Vision for plenary meetings

Trillium Hollow's plenary meetings provide an enriching and hospitable atmosphere, a place to welcome members, to celebrate our community, to laugh together, and to accomplish the work necessary to keep Trillium thriving. Agendas are informed by the ongoing input of the broader community. One focus of our meetings is to fully live out our consensus culture by being inclusive of all. Through collaboration we create and re-create a strong and vibrant community, and have fun while doing so.

Vision for community:

Every member of the community commits to participating in creating and sustaining plenary meetings by:

- **actively participating in plenary meetings:** read materials provided ahead of time, give feedback and input, attend special meetings on topics of interest, and support the respectful, open space in the meeting.
- **sharing and receiving feedback:** prioritize plenary topics and ideas, and reflect on the effectiveness of our plenary time and the infrastructure (processes and your own role).
- **supporting the agenda setting meeting:** presenters participate in the entire planning meeting as integral decision makers, facilitators participate in the entire planning meeting to facilitate and support consensus as well as to prepare for facilitating the plenary meeting, and community members are welcome to attend the meetings and add their voices to the decisions.
- **supporting the outcomes and decisions** of the planning meeting.
- **being a part of the larger process:** consider volunteering for items that need a sponsor, listen to and encourage neighbors to present or share their ideas.

Composition

MAP has from 4-6 members. Because of the nature of this team's work, it is recommended that there be both continuity, beginning with a year's commitment, and also an integration of new members on a regular basis.

Qualities of MAP members

The members of the team represent a range of community perspectives and tenure, they are open to learning new skills, and they support the consensus process. Because they are responsible for supporting the creation of the HOA meetings, team members must be available to attend the required monthly meetings, and to meet with community members as needed.

Team members self-assess their skills and work together to identify the roles they fill within the team, such as convening and organizing meetings, taking notes, tracking issues and topics, and gathering community feedback. Members ensure that all essential roles are filled. Full transparency is essential for this team.

Team Functions

Summary: The team will facilitate the creation of plenary agendas for monthly and special meetings, and will distribute those agendas as minutes in a timely manner (seven days before plenary meeting is optimal, ten days' notice is required for consensus proposals). Agendas are created using processes that invite and involve members of the community, reflect our core values, and balance

“work” and “community building.” MAP will facilitate on-going evaluation of the topics and infrastructure essential to the creation of plenary meetings.

1. Welcomer & Gatherer

- Welcomes ideas, issues, and concerns from community members.
- Identifies interests, ideas, and preferences for plenary experience and quality from community members.
- Identifies strategies to make meetings safe, organized, fun, productive, and connective, pulling from a variety of sources for best practice.
- Organizes the information to assist with plenary agenda planning.
- *Examples: Reading all team minutes on Talk Central, maintaining Topic Tracker and the bike rack, creating a process for gathering community feedback on plenary topics.*

2. Plenary Planning (DLA4 Decide & Announce is designated to the group participating in the agenda planning meeting)

- Assembles representatives of potential topics/activities, a facilitator to work with the team in crafting the agenda, and any other community members, in an open meeting with the team.
- Arranges good facilitation of the planning meeting, ideally by the facilitator present for the meeting.
- Works collaboratively and creatively with all present as equal participants.
- Gives presenters an opportunity to look at their topics in the context of the other ideas and issues that are represented at the meeting, and to share in decisions about the meeting to serve the greater whole.
- Plans meetings that encourage active engagement and participation - to get people “out on the dance floor!”
- Draws from the plenary criteria that the community has created to guide the “HOA” experience (this will become a living addendum to the mandate).
- *How this looks: Team members, presenters, the facilitator, and meeting guests participate equally in the process, which involves listening, brainstorming, and decision making about priorities, approaches, and timing.*

3. Presenters Support

- In collaboration with the facilitator, offers support to community members who are working on or presenting a topic or activity - a proactive open invitation that is ongoing through every step of the process including unknown timelines, special meetings, etc.
- The presenter can request the type(s) of feedback or assistance s/he wants. *Example: defining the desired outcome, listening, practicing the presentation, trying out an activity, sharing ideas, AV support, etc.*
- Supports long-term topics to their completion. *Example: a team member actively engages regarding next steps, to help keep the topic moving. This might sound like: “I haven’t heard anything about your topic in a month or so, is there anything I can do to help you out?”*

4. Bike Rack “Valet Service”

- Maintains a list of community ideas, topics, possible activities that affect the plenary
- Checks in and updates the list regularly, and supports the progression of any items if still appropriate, or removal if they have faded away.
- Keeps track of and brings consensed-upon policies and agreements back to plenary for evaluation.