

MEETING MINUTES

Marin County Civic Center, Room 401
 Tuesday, October 9th, 2018

In Attendance: Elliott, Alex, Kat, Talia, Elise, Adam, Jack, Julia, Rohan, Clarissa, Loughlin, Abby, Ruby, Lizbeth, Ava, Marlowe, Gabe, Josh, Micherice, Jojo, Francesca
Absent: Diego, Kenya

<p>6:30pm – Meeting Called to Order</p> <p>1) Call to order/Roll call; Approval of Agenda</p> <p>2) Time for public expression (3 minute limit p/p)</p>	<ul style="list-style-type: none"> • Meeting called to order at 6:35. • Talia motions to approve agenda, Adam seconds, motion passes • Micherice motions to approve minutes, Gabe seconds, motion passes <p>Public Expression</p> <ul style="list-style-type: none"> • Melissa - The Heart of Marin Awards is a scholarship opportunity. It is a giant recognition award for people that make a huge impact in the nonprofit sector. There is a youth award that you or someone else can nominate you for. Each nomination is judged by your peers. <p>Commissioner Reports</p> <ul style="list-style-type: none"> • Marlowe - Gabe and I went to an FNL Youth Summit over the weekend and it was interesting. It was mostly ATOD with some mental health. There were a lot of speakers. • Ruby - I have scheduled a meeting for two different districts. Please fill out the Doodle polls! Get here 15 minutes before your meetings. Talk with you district members about the representation of different subcommittees.
<p>6:40pm – 6:55pm –Welcome/Opening > Introductions</p>	<p>Icebreaker</p> <ul style="list-style-type: none"> • Elliott- I'll start with a fill-in-the blank and we'll go around the circle and say the first thing that pops in your head.

<ul style="list-style-type: none"> ➤ Icebreaker ➤ Group Agreements Review 	
<p>6:55pm - 7:00pm - Old Business</p>	
<p>7:00pm - 8:10pm - New Business</p> <ul style="list-style-type: none"> ➤ Facilitation Tips 	<ul style="list-style-type: none"> ● Josh - What is facilitation? It is to help smoothly guide discussions. What is its role? ● Julia - To make meetings as effective as possible. ● Josh - What makes a good facilitator. ● Ruby - Someone who is willing to put aside their own opinions. ● Julia - Someone who is inclusive. ● Talia - Someone who is engaged. ● Jojo - Thoughtful question. ● Josh - Also you always need to prepare in advance. State the objectives, know what you are trying to do. Establish community expectations. Provide closure and reiterate action items. What are some methods to help stay on time? ● Ruby - Always have some idea of where you want to go? ● Gabe - Prioritize. ● Josh - Group expectations ensure efficiency. It can sometimes be hard to step in and we are going to practice that later today. Sometimes things will come up that aren't planned but you may need to let the community decide. How can you get more people to be engaged. ● Elise - A round robin maybe. ● Ruby - Small groups work also. ● Josh - A lack of engagement can also come from distractions so on your community agreements. ● Wendy - Be mindful of how people are feeling to see why people are disengaged. ● Josh - Ask questions and invite experts to speak up. Another problem is unproductive behavior. How can you redirect people? ● Julia - Maybe you should set goals for what needs to happen throughout the meeting. ● Gabe - Make general statements that don't target a person.

- Ruby - Or you could be direct.
- Josh - You could also talk to someone privately.
- Wendy - I have encountered some of these difficult situations and tackling them takes practice.
- Josh - Now we are going to have people model facilitation techniques. We are going to recreate unfavorable group scenarios. The first scenario is a group that is not on task. What was the group doing?
- Loughlin - Not staying on topic.
- Talia - She asked people to stay on topic.
- Jack - She tried to keep people engaged by going off of what they said.
- Kat - The small groups would have been a good idea in that moment.
- Loughlin - We could have gone in a circle and had everyone saying one idea.
- Julia - You could have called on people.
- Elliott - Project a bit to interrupt individual conversations.
- Wendy - Or keep quiet.
- Elliott - On this next time around, the group wasn't doing anything.
- Ruby - You referred to the group agreements and tried to make everyone feel more comfortable. You could have reframed the questions.
- Micherice - Ask stepping stone questions.
- Gabe - Ask if anyone wants clarifying questions.
- Abby - This next group went off topic.
- Talia - You commanded attention.
- Ruby - You related off-topic things to the discussion. You many also have to realize weather the group is going in one direction and maybe follow them.
- Julia - In a situation like that, recognize what the ideas can be addressed later.
- Josh - Now we are going to practice our facilitation skills with the appointment of Kavanaugh. We will now recap what happened. Now we will break into small groups where

	<p>people that want practice facilitating can do so in the context of this discussion.</p>
<p>8:10 - 8:15 Announcement</p>	<ul style="list-style-type: none"> ● The Tam Training is happening on the 19th at the Mill Valley Community Center in the from 8:30 to 12. It is a one time training as of now. There will be 200 participants there. Ava, Elliot, Marlowe, Gabe, Talia, Elise, and Kenya. ● Everyone fill out the Bioneers Doodle Poll ● Our next meeting is on the 23rd. ● The next subcommittee meeting is on the 16th. ● Best cabinet meeting days are Mondays from 7:30-8:30. ● We can change out logo! ● Greet Wendy with your favorite type of dessert. ● The YLI gala is happening on November 15th. It's fancy and you should dress up. Elliot, Ava, Francesca, Jojo, Josh, Clarissa, Jack, Talia, Ruby, Micherice, Gabe, Marlowe, Abby, Alex. ● Put the ATOD advertising posters up please.
<p>8:15 - 8:25 Clean Up</p>	
<p>8:25 - 8:30 Adjourn</p>	<ul style="list-style-type: none"> ● Meeting adjourned at 8:30. Jojo motions, Adam seconds, Motion passes.