

COMMUNITY STEERING COMMITTEE MEETING AGENDA (sample)

1. **Welcome and Introductions**
2. **Review of last meeting minutes** (*if you have them*)
3. **Appoint a Recorder of the minutes** – *be sure to record any decisions or actions steps.*
4. **C&SRC Report**
 - *Past Programs (stats, evaluation, positives, negatives)*
 - *Upcoming Programs (dates, time, location, resources required, promotion methods)*
 - *Partnerships*
 - *Training & Leadership Opportunities*
 - *Input from Steering Committee / Questions / Concerns*
5. **Supervisors Report**
 - *Updated financial report – how many dollars are available between now and August 31st*
 - *Supervisory update/ progress*
 - *Review of program reporting requirements and upcoming deadlines*
 - *Other*
6. **Steering Committee Discussions:**
 - a. Program Review (Review of Annual Program Plan at each meeting)
 - i. *Feedback from past program – highlights & challenges?*
 - ii. *Review of upcoming program plan – changes & revisions?*
 - iii. *Community needs – are we meeting them?*
 - iv. *Partnerships – do we need help to fulfill our mandate?*
 - b. CSRCs
 - i. *Has there been CSRC stability or high turnover – what are some of the factors?*
 - ii. *Supervision – is the CSRC receiving adequate support / performance management / feedback?*
 - iii. *Does the CSRC have adequate office space and access to telephone and computer?*
 - c. Self Monitoring:
 - i. *Does the steering committee function as desired?*
 - ii. *If yes, what do you do to make it work? If no, how might it be changed?*
 - iii. *Is there anything the NSCRD staff can do to help?*
 - iv. *Does the community and school wish to continue to participate in the program?*
 - v. *Are there community management changes desired by the community and school i.e. employer, program manager/ supervisor, steering committee?*
7. **Set dates for next meeting**
8. **Northern Sport, Culture and Recreation Community Relations Coordinators (CRC) Report:** *Speak to some upcoming Northern District programs and his role to work with communities. Program / grant opportunities etc. The CRC is often available to join the meeting by conference call if not “in person”.*
9. **Review Actions / Timelines / Responsibility**
10. **Other**