



Weekly Community Meeting Agenda Template

Facilitator:

Date:

Staff Not Present:

Programs and Administrators' Cut: What things have the various teams and/or departments been working on this week?

Residential programs	Executive
Development	Summer programs

Staff and community issues:

Appreciations and/or acknowledgements:

Seeds taking root and/or something that clicked: *This is an opportunity to share an impactful story or a teaching moment of zen that clicked for you.*

Weekly Community Meeting Agenda Explained

Building organizational literacy and being deliberate about creating opportunities for people from across your organization to stay connected takes some work and prioritization of time. At The Ecology School, one tool we use is a weekly community meeting which allows staff to have an opportunity to share updates, problem-solve any interpersonal or organizational issues, and share gratitude with one another. This meeting is prioritized across the organization and if at all possible, every team and/or department is represented. It is scheduled around field instructors' schedules (which are often the least flexible) and is usually led by them. Setting a tone that allows many voices to be heard, but does not become bogged down in minutiae or pettiness can be challenging, but extremely important in order for a meeting like this to work. By prioritizing a weekly community meeting as part of an organization, you are building community and organizational culture, all of which contributes to a strong foundation of Social and Emotional Learning within your organization.

Facilitator: *Be deliberate in selecting different people each week and mindful to choose entry-level folks first and foremost; higher level folks often have plenty of opportunity within an organization to have their voices heard and be in charge. This meeting is an opportunity to flip that reality.*

Staff Not Present: *This phrasing emphasizes that the norm is to be there, rather than excuse yourself out.*

Program & Administrators' Cut: *This section may need to be adapted, depending on your program. What is listed below is an example; the intent is for everyone present to receive a snapshot of what is happening in the organization. But it is just that—a snapshot. It is important to keep it short, relevant, and focused; otherwise, folks get bored and tune out. At The Ecology School, we often ask department representatives to share two or three brief highlights. Depending on the size of your organization, you may decide to rotate on a weekly basis who provides updates. Where possible, allow non-leadership to do the speaking!*

Residential programs	Executive
Development	

Staff and community issues: *Importantly, this is not a time to call out an individual problem or need, but rather a space to bring up things that are affecting a large group of people. Sometimes these things might be or seem trivial—like, for example, “We need to remember when we are recycling that jars need to be cleaned out first,” but without a space like this to air such concerns, they can sometimes become toxic in a community. Stay focused on problem-solving. who provides updates. Where possible, allow non-leadership to do the speaking!*

Appreciations/acknowledgements: *This provides an opportunity to hold up people or actions that often go unnoticed; it can also be used as an opportunity to hold up folks for being exemplary. Examples include: “I want to thank Amy who, when I was having a really hard teaching day, helped me gather my props” or “Just wanted to give a shout-out to Nurse Jo for being so cool under pressure this week!” or “Chef Rich, thank you for those surprise cookies! They made my day!” Sharing gratitude in a community setting can go a long way in forming organizational culture.*

Seeds taking root and/or something that clicked: *By providing an opportunity to share an impactful story or a teaching moment of Zen that clicked for folks, it keeps everyone connected to the important “on the ground work” of the organization, capturing experiences that demonstrate the mission in action. At The Ecology School, we have also found that it is a great way for our Development Team to capture the all-important stories that help enhance fundraising. Asking for one or two folks to share per week usually does the trick.*