

Advisory Committee Meeting Minutes

DATE _____

I. **Welcome and Introductions** [Icebreaker activity can be used here]

II. **Programming Update** [Ask current program provider to talk about their program]

III. **Upcoming Event** [Solicit help with various aspects of this event]

- a. Fundraising
- b. Invitations
- c. Food
- d. Photographer
- e. Decorations
- f. Clean-up
- g. What are we forgetting?

IV. **Review data**

- a. Update on attendance goals for parent programming
- b. Update on attendance goals for student programming
- c. Feedback from recent family event
- d. Review mid-year program evaluations (is this program doing what we thought it would?)

V. **Other Announcements** [give shout-outs, announce other special events happening at the school, etc.]

VI. **Next meeting date and time is:** _____

Thank you for coming!