
AGENDA

Friday, July 15, 2016
3:00 – 4:00 PM

**Minutes taken by Lynda Viray*

- **Welcome & Introductions** (*All*) 3 minutes
- **Purpose & agenda** (*Erika Nebel*) 2 minutes
- **Background** (*Janis McDonald, Carolyn Lee, & Cynthia Castro*) 5 minutes
 - DEEP
 - Affinity groups
 - Process of starting a group
- **Name of affinity group** (*All*) 5 minutes
- **Mission statement** (*All*) 10 minutes
 - Approve or edit
- **Goals & group policy statement** (*All*) 10 minutes
 - Approve or edit
- **Activities** (*All*) 10 minutes
 - Pick at least two
 - How do we notify folks about future events?
- **Choosing the leadership team** (*All*) 10 minutes
- **Next steps** (*Janis McDonald, Carolyn Lee, & Cynthia Castro*) 5 minutes