

Developing an Action-Oriented Meeting Agenda

Your meeting time should create an opportunity for all members to be actively involved in accomplishing your coalition mission and vision. When drafting your meeting agenda, make sure agenda items are related to the priorities and outcomes of the coalition and focused on the action to be taken to achieve those priorities or outcomes.

From (Old Agenda)	To (Action Oriented Agenda)
<ul style="list-style-type: none"> ▪ Agenda items are committee or agency updates. 	<ul style="list-style-type: none"> ➤ Agenda items are related to the priorities and outcomes of the coalition.
<ul style="list-style-type: none"> ▪ Agenda items are introduced by the chair and discussed by the paid staff. 	<ul style="list-style-type: none"> ➤ Agenda items list the person who will be leading the discussion, the time allotted and the action to be taken.
<ul style="list-style-type: none"> ▪ Agenda items are stagnant or cut and pasted from month to month. 	<ul style="list-style-type: none"> ➤ Coalition progress is evident by new and emerging items on the agenda.
<ul style="list-style-type: none"> ▪ Members advise staff (or vice versa) on action to be taken before the next meeting. 	<ul style="list-style-type: none"> ➤ Action planning and delegation happens in the meeting with member and staff collaboration.
<ul style="list-style-type: none"> ▪ Members spend time reading reports from previous sessions. 	<ul style="list-style-type: none"> ➤ Members are expected to arrive prepared for the meeting.
<ul style="list-style-type: none"> ▪ New members attend only one or two meetings without intentional engagement and then never come back. 	<ul style="list-style-type: none"> ➤ New members are quickly engaged by current members and continue to participate.

Things to do:

- *Do* make sure that agenda items reflect the current work of the coalition
- *Do* set an agenda that requires members to be active participants
- *Do* set and hold expectations on start/end times
- *Don't* over schedule
- *Don't* hold unnecessary meetings

Things to include:

- **HOW LONG:** The amount of time allocated on the agenda for that item
- **WHAT:** Brief title of the agenda item
- **WHO:** The person who will be presenting or presiding over the discussion of the issue
- **ACTION:** Clear benchmark of what the meeting plans to accomplish and how members should prepare

Sample Action Oriented Agenda:

**XYZ Coalition
Date/Location
Meeting Purpose**

Coalition Mission Statement

5 minutes	Welcome and introductions	Coalition Chairperson
15 minutes	Reduce the number of retailers selling to minors <ul style="list-style-type: none"> • Successes, challenges and what's next • Action to be taken, by who, by when 	Access to Alcohol Chair
15 minutes	Reduce the presence of marijuana paraphernalia in carry outs <ul style="list-style-type: none"> • Successes, challenges and what's next • Action to be taken, by who, by when 	Marijuana Committee Chair
15 minutes	Follow up on Previous Action items <ul style="list-style-type: none"> • Successes, challenges and what's next • Action to be taken, by who, by when 	Coalition Chairperson
10 minutes	Important Information and Events <ul style="list-style-type: none"> • Reminders for upcoming coalition and community events • Volunteer position descriptions for events • Sign up for volunteers for events 	Communication or Events Chairperson
5 minutes	Next Meeting Dates/Times <ul style="list-style-type: none"> • Upcoming Committee Meetings • Next Coalition Meeting 	Coalition Chairperson