**Basic Needs Taskforce Meeting Agenda**

**Fall 2019**

1. **Introductions**
	1. Name, Department, years on the campus, and why this work is important to you?
	2. Explanation of what is the CSU’s Basic Needs Initiative? (CO Slides available, if necessary)
2. **Committee Mission Statement**
	1. Overarching aims and values the committee
	2. Clear definition of why the committee exists
	3. Purpose
3. **Committee SMART Goals – Smart, Measurable, Actionable, Realistic, and Time-bound**
	1. Be bold and think about sustainability and maximum impact
	2. Think about and/or establish 2 – 3 goals for [the 19-20] school year (SY) related to students experiencing food and/or housing security
4. **Committee Meetings and Member Involvement**
	1. When are the meetings? How often? Time frame? (e.g., 1hr, 90 mins, 2 hours…)
	2. Roles and Responsibilities
		1. Chair and/or Co-Chairs
		2. Secretary (To record and post the minutes/meeting notes)
		3. Expectations for members
	3. Any people on-campus that should be a part of the conversation?
	4. Activities/recommendations?
5. **Action Items**
	1. Explanation of Basic Needs Partnership funding opportunity
	2. Review Basic Needs Partnership funding requirements
	3. Brainstorm for Fall 2019 H&H week activity(ies)
6. **Next Steps**
	1. Schedule on-going meetings for the 20-21 school year (3x/SY)
	2. Start planning for the H&H week activities scheduled for November 16-24, 2019.

**Basic Needs Taskforce Meeting Agenda**

**Winter 2019**

1. **Action Items**
2. **Next Steps**

**Basic Needs Taskforce Meeting Agenda**

**Spring 2020**

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		3. Expectations for members
	3. Any people on-campus that should be a part of the conversation?
	4. Activities/recommendations?
5. **Action Items**
	1. Brainstorm for Spring 2020 Systemwide CalFresh Day activity(ies) scheduled for Thursday, February 27, 2020.
6. **Next Steps**
	1. Start planning for the Spring 2020 Systemwide CalFresh Day activity(ies) scheduled for Thursday, February 27, 2020.

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5. **Action Items**
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	2. Review Basic Needs Partnership funding requirements
	3. Brainstorm for Fall 2020 H&H week activity(ies)
6. **Next Steps**
	1. Schedule on-going meetings for the 20-21 school year (3x/SY)
	2. Start planning for the H&H week activities

**Basic Needs Taskforce Meeting Agenda**

**Winter 2019**

1. **Action Items**
2. **Next Steps**

**Basic Needs Taskforce Meeting Agenda**

**Spring 2021**

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	4. Activities/recommendations?
5. **Action Items**
	1. Explanation of Basic Needs Partnership funding opportunity
	2. Review Basic Needs Partnership funding requirements

Brainstorm for Spring 2020 Systemwide CalFresh Day activity(ies) scheduled for Friday, February 26, 2021

1. **Next Steps**

Start planning for the Spring 2020 Systemwide CalFresh Day activity(ies) scheduled for Friday, February 26, 2021