

**Basic Needs Taskforce Meeting**

**Agenda**

**Spring 2018**

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 18-19] 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 SB 85 funding opportunity
   2. Review SB 85 funding requirements
   3. Brainstorm for Fall 2018 H&H week activity(ies)
6. **Next Steps**
   1. Schedule on-going meetings for the 18 – 19 school year (3x/SY)
   2. Start planning for the H&H week activities