

Meeting Design Worksheet ...created for The Public Sector Consortium's
Facilitation Practices for Public Leaders www.public-sector.org

Meeting Purpose:

The Chapter Representatives discuss updates and bring new information to the members of the northeast chapter and make decisions as designated on the agenda.

Location: HYBRID
In-person & Virtual

**55 Main Street,
Westford Town Hall**

**Microsoft Teams
Meeting ID: 250 459
354 21
Passcode: P9dc7oa6**

Day/Date:

March 14, 2025

Times:

**9:00 am - 11:30
am**

Participants:

**Chapter Reps: Gail
Johnson, President,
Karen DaCampo,
Vice President,
Darcy Beall,
Secretary, and Judith
Ryan, Treasurer and
the N.E. Chapter
Members**

Pre-Work/Assessment: Review the meeting minutes from **February 14, 2025**, and review agenda. Both sent via email prior to meeting.

Facilitator: Gail Johnson, N.E. Chapter President
Timekeeper: Darcy Beall, Secretary
Welcome new members and introductions, as needed

Time: 10-min

Desired Outcomes	Type of Interaction	Non-Decision/ Decision	Tools/ Techniques	Time:
Approval of N.E. Chapter Meeting Minutes of February 14, 2025	Discussion	Decision	Document sent via email prior to meeting for review	5-min
President Updates	Discussion	Non-Decision	Discussion by Gail Johnson	5-min
Vice President Updates	Discussion	Non-Decision	Discussion by Karen DaCampo	5-min
Secretary Updates	Discussion	Non-Decision	Discussion by Darcy Beall	5-min

Treasurer Updates	Discussion	Non-Decision	Discussion by Judith Ryan	5-min
Voting will begin via doodle poll starting on April 11 th . Poll will close on April 25. There will be two open positions: Vice President and Treasurer. The two new chapter representatives will begin their term on June 13 th .	Discussion	Doodle Poll for 2 open positions starting on 4/11, closing 4/25/25	Discussion	10-min

Check out: Closing comments and Exit Survey Next meeting is scheduled for Friday, April 11, 2025, 9-11:30 am Westford Town Hall, 55 Main Street, second floor meeting room ***Dinner Series 5-7:15 pm Tuscan Kitchen in Burlington, please RSVP to reserve a spot! PROPOSED TIMES: NOT CONFIRMED 5:00-5:30 pm APPS 5:30-6:30 pm Dinner Presentation by Pfizer 6:30-7:15 pm Dessert & Q&A © Public Sector Consortium 2019	Time: 2-min
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