

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: 55 Main St Westford Town Hall	Day/Date: Friday, February 14, 2025	Times: 9:00 AM-11:30 AM	Participants: Chapter Reps: President, VP, Secretary, and Treasurer, and the NE chapter members
Pre-Work/Assessment: Review the meeting agenda and meeting minutes from January 10, 2025, which was sent via email.			
Facilitator: Gail Johnson, NE 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 NE Chapter Meeting Minutes from January 10, 2025	Discussion	Decision	Document sent via email prior to meeting.	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-	Discussion by	5-min

		Decision	Judith Ryan	
Speaker Presentation by Maureen Buzby, Regional Tobacco Control Coordinator, speaking on Nicotine Free Generation.		Presentation		1-hour
Food courtesy of Panera Bread				
				5-min Decision 30-min non- decision

Check out: Closing comments and Exit Survey Next meeting will be scheduled for Friday, March 14, 2025, from 9-11:30 AM at the Westford Town Hall, 55 Main St, second floor meeting room. Our meetings will be hybrid, so a zoom link will be sent to you via email. © Public Sector Consortium 2019	Time: 2-min
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