**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**

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**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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   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