**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