

President – Call Meeting to Order

Secretary –

* Roll Call
* Meeting Minutes from \_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting

Treasurer –

* Treasurer’s Report

President –

Old Business:

* + –

New Business:

* + –
  + –
  + Meeting in Person

­*Excerpts from the Returning to Ch 5.1 In-Person Programming Checklist*

## Planning for Success

* Identify the goals of hosting the face-to-face meeting
* Review limits on number of people present. How many can be present at the same time in your county, based on its Safe Start phase?
* Will extra individuals (parents, siblings, etc.,) be able or allowed to remain at the gathering?
* Where will the gathering occur? Is there adequate space for physical distancing? (preferably outdoors; in phases <2 must be outdoors)
* Ensure adequate supply of prevention supplies inventory, signage, and their use/placement
* Discuss arrangements for participation and accessibility for all (some may choose to attend virtually)
* Discuss exposure possibilities and response following a possible exposure
* Review your communication plan to keep everyone updated on the meeting or activity
* Plan for absences of critical individuals (e.g. Who is back-up if leader gets a flat tire?)
* Ask members how they would like to be reminded of proper protocols (distancing, masks, etc.)

## Club information to share with members/families before the first meeting

* Expectation of gathering with no more than 5 people outside your household per week (or 10 in phase 3), as of Nov. 2, 2020.
* Personal protective equipment (approved masks, etc.) and physical distancing requirements
* Temperature check expectations (Below 100.4 F and other health screening criteria)
* Collection of health screening forms (WSU Visitor Attestations)
* Inherent risk to participating
* Pick Up/Drop Off plans
* Who is dropping off and picking up
* Meeting/activity agenda
* Accommodations (alternative meeting style, needs, etc.)
* Responsibility to report to Health Department
* Contact information for reporting to Extension faculty/staff

President –

I will entertain a motion to close the meeting.