

**Robbins Village Hall:**  
**Name of Meeting**  
**Date: June 7<sup>th</sup>, 2021**  
**Time: 9 am**  
**Location: Conference Room**

**Meeting Outcomes:**

By the end of our meeting, team members will be able to...

1. Hold each other accountable for action items
2. Know and understand roles and responsibilities
- 3.

Time	AGENDA ITEMS	Action Plan / Person Responsible
	Timer Keeper Note taker Process Observer	
<b>9:00- 9:05 (5 mins)</b>	<u><b>Meeting Norms/Review Agenda</b></u> <ol style="list-style-type: none"> <li>1. Arrive on time, begin on time and end on time</li> <li>2. Accessible and posted agenda with time frames</li> <li>3. Avoid side conversations by sharing with the whole group</li> <li>4. Be low tech. Limit technology unless necessary.</li> <li>5. Evaluate the situation first, before making judgments.</li> <li>6. Maintain professionalism at all times with a positive attitude through conflict.</li> <li>7. Share meeting notes and action items publicly on OneDrive.</li> </ol>	All Members-review norms
<b>9:05 - 9:20 (15 mins)</b>	<ul style="list-style-type: none"> <li>o Discuss goals of the committee in relation to the Big 5- email everyone the plan</li> <li>o Director of Communications-Chair</li> <li>o Supervisory and implementation of plans</li> <li>o Village planner- co-chair</li> <li>o Planning outreach</li> <li>o Executive assistant- vision/str planning to ensure alignment</li> </ul>	All members

<b>9:20 – 9:30 (10 mins)</b>	<ul style="list-style-type: none"> <li>o Scanning/updating incoming business cards</li> <li>o Newsletter- date it will be ready to be reviewed by Committee and Mayor; date to be posted to website; plan for printing by June 23<sup>rd</sup>/25<sup>th</sup></li> <li>o Choose shirts/polos</li> </ul>	Constant contact-Scanner? Ryan
<b>9:30 – 9:40 (10 mins)</b>	Review action items <ul style="list-style-type: none"> <li>o Schedule Next Meeting Date</li> <li>o Plus/Delta</li> </ul>	

**Notes**

**The last person who paid their water bill?**

Village News: intro to village admin, elected officials, library board, park district, block club,

Updates: MWRD, CBDG, Public safety, public works

<b>Action Item</b>	<b>Owner</b>	<b>Due Date</b>
Business cards scanner	Ryan	6/18/21
Newsletter	Ricky	
Channel 4	Jasmine How is updated, who controls it, how do we gain access to it?	6/18/21
Block Club info	Ryan	6/18/21

<b>New task</b>	<b>owner</b>	<b>Date</b>

**Notes**

<b>Plus (Positive)</b>	<b>Delta</b>
