

Project name
Organization name

Meeting 1 Sample Agenda

Date:

Name of Farmer Partner:

People present:

Sample Agenda

- 1) Welcome, Introduce your organization
- 2) Round of introductions, go around (ask folks to include their preferred pronouns, experience with composting, what they hope to learn from the project)
- 3) Consider including a Land acknowledgment

For example: What we know as Vermont and New Hampshire are unceded ancestral territories of the Abenaki, Pennacook, and Wabanaki Peoples. The Abenaki, Pennacook, and Wabanaki peoples are the original stewards of this land, they have always been here, are still here, and will always be here. We acknowledge that we are living on their ancestral lands. We commit to honor the longstanding relationship between our indigenous neighbors and their native lands, and to do what we can to disrupt, mitigate, and help repair the impacts of colonialism that continue to cause them harm.

- 4) Ask if there are accessibility issues that would be helpful to know about or that you can potentially help with. For example: issues with internet access, physical abilities, language barriers, visual or hearing impairment, or anything else?
- 5) Ask the farmer to tell you briefly about their farm - size, markets, crops, livestock
Note that this is intended to be broad brush strokes for now. The Farm Logistics and Assessment tool helps get into more detail.
- 6) Review the project summary and project timeline (for planning the coming year together); ask if there are any questions
- 7) Review the Partner Agreement and ask if there are any questions
- 8) Ask about the best way for you to share documents. For example, does a Google Drive folder work? Are there other software tools that they already use that might be easier?
- 9) Briefly introduce the *Farm Logistics and Assessment* and *Vision, Mission, Goals* worksheet. Make sure they have access to these tools, but explain that the idea is to fill them out (or review



them) together as a way to prompt discussion and get to know one another better. These exercises will likely take around 2 one-hour sessions (virtually or in-person).

10) Ask if there are any day/time restrictions or preferences for meetings.

11) Review any action steps identified during the meeting

- If the Grant Agreement isn't already signed, set a due date for getting that done
- Set a time and date to begin the *Farm Logistics and Assessment* and *Vision, Mission, Goals* exercises

A few notes about agendas for future meetings:

- Leave some space to see if any questions have come up since the previous meeting
- Try to begin and end on time, this shows respect for busy schedules