

## Crew Team Meeting

**Purpose:** Start planning for a Community Recruitment Event that will allow you to engage with ACF supporters and your broader community to build the people power needed to stop Adani and transition our country from dirty energy to 100% renewable energy by 2030.

### Sample Agenda for your ACF Community group's Crew Team Meeting

**Facilitator:**

**Note taker:**

**Time keeper:**

Be sure to track attendance ([pass around this sign-in form](#) or use your own)

Timing (minutes) 65min total	Section
2min	<b>Acknowledgment of Country</b>
5min	<b>Introductions</b> Say your name, where you live, what you do when you're not volunteering with ACF and one word that describes why you are taking action to speak out, show up and act for a world where forests, rivers, people and wildlife thrive.
3min	<b>Overview of the Agenda</b>  1. <b>Community Mapping Exercise</b>

	<ul style="list-style-type: none"> <li>a. This is an exercise your group can use to identify people in your community who you should ask to join your group</li> </ul> <p><b>2. Community Event Planning Exercise</b></p> <ul style="list-style-type: none"> <li>a. Use our sample event agenda and start planning what your event will look like</li> </ul> <p><b>3. Community Outreach Planning Exercise</b> (eg: market stalls, other outreach)</p> <ul style="list-style-type: none"> <li>a. Start planning for your Community Outreach and delegate tasks to make sure it's a success</li> </ul> <p><b>4. Next Steps:</b></p> <ul style="list-style-type: none"> <li>a. Confirm next meeting, agreed upon means of communication, and action items</li> </ul>
15min	<p><b>Community Mapping</b>  <a href="#">Follow our Community Mapping exercise here</a> to help your group identify who you should initially reach out to and ask to join your group.</p> <p><b>Part 1:</b> Who are people who shape and define your community? <b>(5min)</b>  <b>Part 2:</b> How should you prioritise outreach to them? <b>(5min)</b>  <b>Part 3:</b> Where can you recruit these people? <b>(5min)</b></p>
15min	<p><b>Event Planning</b>  <a href="#">Follow our Event Planning exercise here</a> to help start planning your event.</p> <p><b>Part 1:</b> What are the key responsibilities for event coordinators? <b>(3min)</b>  <b>Part 2:</b> What are elements of a great community event? <b>(2min)</b>  <b>Part 3:</b> Use the sample community event agenda to decide what you want your event to look like. <b>(10min)</b></p>
20min	<p><b>Outreach Planning</b>  <a href="#">Follow our Outreach Planning exercise here</a> to help create your outreach timeline and delegate tasks.</p>

	<p><b>Part 1:</b> Review the suggested outreach timeline (5min)  <b>Part 2:</b> Set your attendance goal (3min)  <b>Part 3:</b> Identify potential dates for your event (2min)  <b>Part 4:</b> Delegate your Community Outreach and Event Planning Tactics (10min)</p>
5min	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>○ Confirm next meeting date, time and location</li> <li>○ Remind everyone of the agreed upon means of communication <ul style="list-style-type: none"> <li>■ How will you communicate between meetings and events and share resources with one another? (Email, Facebook Group, Slack Channel, Google Group, etc) <ul style="list-style-type: none"> <li>● If you decide to use Facebook or Slack, let your ACF Organiser know so ACF can set up a group (on Facebook) or channel (on Slack) for your group.</li> <li>● If you decide to use email, please copy in your organiser (<a href="mailto:max.smith@acf.org.au">max.smith@acf.org.au</a>; <a href="mailto:michael.pulsford@acf.org.au">michael.pulsford@acf.org.au</a>; <a href="mailto:k.goodsell@acfonline.com.au">k.goodsell@acfonline.com.au</a>; <a href="mailto:isabella.morand@acf.org.au">isabella.morand@acf.org.au</a>)</li> </ul> </li> </ul> </li> <li>○ Confirm action items between now and next meeting <ul style="list-style-type: none"> <li>■ Who will do what by when</li> </ul> </li> </ul> <p>Congrats on hosting a successful Crew Team Meeting! Be sure to check in with your Organiser to get support for planning your Community Event.</p>