

PHILLY THRIVE

Right to Breathe Campaign

Sample Action Circle Meeting Agenda

Action circle meetings can be facilitated in whatever way meets the group's needs. However, the following sample agenda is a helpful guide circles are encouraged to try out.

❖ *Fill roles & check-in on timing*

Meetings go well if one person agrees to facilitate the meeting- making sure the group is moving through the agenda and that everyone is getting to speak- and one person agrees to take notes. Start the meeting by deciding who will fill each of these roles, and check in about what time the group wants the meeting to end.

You can visit the Facilitation and Group Process page ([link](#)) of the website for tips for good facilitation.

❖ *Opening with relationship-building*

One goal of action circles is to build nurturing, empowering relationships based on mutual support. Open meetings with an activity that allows people to connect with each other. This could be as simple as going around the circle, with each person speaking about how they've been doing. Check out the relationship-building page ([link](#)) for more ideas and activities.

❖ *Grounding in the Right to Breathe campaign.*

As a decentralized movement, we get our unity from the Campaign Strategy Compass ([link](#)) guiding action across the movement. It is very valuable for action circles to continually deepen their understanding of the Right to Breathe campaign. Spend ten-fifteen minutes of each meeting engaging with the Campaign Strategy Compass. Ideas for discussion include:

- Share a story about how/why you organize for the right to breathe. What drives you? How is your life different by being part of a movement? How would your life be different if we won our three demands?
- Have every circle member spend time drawing images for one of the campaign's principles, and share your drawings with each other.
- Read one of the resources that inspired the Right to Breathe campaign before the meeting (or read parts during the meeting) and discuss the connections to our campaign. Example resources include [How did Gandhi win?](#) and [Winning the Fight for Public Opinion](#).
- Why do you believe the campaign can win?
- What's one question you have about the campaign? Discuss as a group.
- What's a story of your work where you embodied one of the principles? A story where you struggled with one of the principles?

❖ *Reviewing & Planning Actions*

An obvious goal for action circles is to plan and carry out actions that advance the Right to Breathe campaign. Therefore, the bulk of the meeting will be focused on discussing actions. It can be helpful to begin by reviewing what tasks, events, and plans circle members have been working on since last meeting. Don't forget to celebrate work that's been done!

After the whole group is up to speed on the circle's activities in the recent past, discuss and plan out the next steps for taking action. You might be continuing preparations for an action or you may have just completed an action and are planning a new action. As needed, consult resources like the action ideas page ([link](#)), the Facebook group ([link](#)) for communicating with other circles, and Supporters ([link](#)) if you need help planning your next action or figuring out what to do.

❖ *Next steps*

In order for the circle to move powerfully and with clarity out of the meeting, it is helpful to review the next steps the group has decided. Have someone in the group summarize the broader direction the action circle has decided to go (what is the action you are building towards?). In a quick go-around have each person review the tasks they agreed to take on for the sake of accountability.

If you haven't already, decide when the circle will meet next and who is responsible for convening the group and facilitating the meeting.

❖ *Noticings*

We are able to improve by reflecting on everything we do, from meetings to actions. Spend several minutes reflecting on what folks noticed about the meeting. How well did the group work together communicating in the meeting? What felt good about the meeting? Did anything not feel good? What worked about the facilitation and what would you want to try next time?

❖ *Closing*

Similar to the opening, end the meeting with an activity that connects members of the circle. Ideas could be have each person appreciate the person to their right or share something you're looking forward to in your life. Again, check out the relationship-building page ([link](#)) for more ideas.