



## Meeting Agenda for February 15, 2023

**11:00 a.m. to 12:15 p.m.**

**To join the meeting from your computer, tablet, or smartphone**

<https://us06web.zoom.us/j/83345554634>

Phone call-in number (audio only): 646-558-8656

Meeting ID: 833 4555 4634

Time	Topic	Anticipated Outcome
11:00 a.m.	Welcome & Chair Announcements	Participants review meeting etiquette, charge, and receive any updates on administrative matters (e.g., Member attendance, diversity chart)
11:05 a.m.	Approve Prior Meeting Summary	Consensus-based approval of prior meeting summary
11:10 a.m.	Progress Check: 2023 Committee Work Plan	Assess progress (planned v. actual) on work plan; identify and address any issues
11:20 a.m.	Newsletter Development: 2023 Volume 1	Participants will develop action plan and identify authors to draft newsletter articles
11:55 a.m.	Community/Member Engagement Activities for 2023	Participants will develop initial options (e.g., themes, date/time, locations, partners, resources) for outreach events (e.g., Voice of People).
12:05 p.m.	Other Business	Participants will identify other business or potential agenda or discussion items for future committee meetings
12:10 p.m.	Process Check	Participants will share feedback about their meeting experience and suggestions to improve future meetings
12:15 p.m.	Adjournment	Chair will end the meeting