

Agenda CSAC Subcommittee Planning Meeting Minutes– Playscape Renewal
August 29, 2024, 2024
8:00PM – 9:00PM (Virtual)

Present: Jessica, Laurie

Discussion and planning for first subcommittee meeting of 2024-25 Academic year:

Proposed Agenda Items for Next Subcommittee Meeting in fall 2024:

- a. Set meeting schedule and frequency
- b. Set roles, expectations (i.e., some activity to be completed between meetings) and assign tasks to committee members (i.e., minute taker, meeting facilitator, communications lead, researchers, grant writers)
- c. Set project deliverables:
 - a. Fundraiser
 - b. Complete research of grants requirements to determine eligibility and value of application
 - c. Establish communication schedule with students, families and broader CSAC including fundraising achievements, deliverables update perhaps quarterly
 - d. 1 - 2 grant applications
- d. Review eligibility criteria, timelines etc. for grant opportunities
- e. Student engagement – “playscape” renewal project name
- f. Fundraising Status and fundraiser activity to support playscape project.

Next Steps:

1. Jessica will revise project metrics workbook for additional formulas
2. Laurie to draft agenda for 1st subcommittee meeting
3. Laurie to draft deck for 1st broader CSAC meeting regarding the subcommittee
4. Jessica will review and provide input to the draft agenda and deck
5. At call out for CSAC agenda items, Jessica/Laurie to request subcommittee update and fundraiser are added