# AGENDA

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Leader** | **Purpose** | **Preparation** | **Notes** |
| 10:00 – 10:05 | Assign Minute-Taker | Leslie |  |  |  |
| 10:05 – 10:15 | Check-In | Leslie |  |  | What is one thing you are looking forward to for this summer? |
| 10:15 – 10:20 | Pass the Rose | Leslie |  |  |  |
| 10:20 – 10:30 | Budget Restructure Committee | Jane & Joshua | Standing Update |  |  |
| 10:30 – 10:40 | Employee Relations | Kirstin | Standing Update |  |  |
| 10:40 – 11:00 | Review L Team Retreat Proposed Agenda & Homework | Kirstin | Discussion | Kirstin E-Mail |  |
| 11:00 – 11:15 | What should updated All Staff hosting responsibilities include? | Alvin | Discuss & Decide | Kirstin E-Mail |  |
| 11:15 – 11:20 | Approve “Final” L Team Calendar | Kirstin | Decision | Kirstin E-Mail |  |
| 11:20 – 11:25 | American Express Purchase Approval form | Leslie | Discuss & Decide | Leslie E-Mail |  |
| 11:25 – 11:30 | Form Project | Kirstin | Discuss |  |  |
| 11:30 – 11:45 | Other Updates | Leslie | Discuss |  |  |
| 11:45 – 11:50 | Review L Team Calendar |  |  |  | What are upcoming deadlines? Are we on track? Do we need to modify anything? Do we need to communicate anything? |
| 11:50 – 11:55 | What do we need to report out to staff? How are we including depts w/o directors present? | Kirstin | Decision |  |  |
| 11:55 – 12:00 | Did we remain accountable to our norms? | Kirstin | Discussion |  |  |

### Next Meeting:

90-Minute Session – July 23, Jane

Regular L Team Working Meeting – August 6, Cheryl

### Future Agenda:

* What should the agency AmEx policy include? Exec Team recommendation.
* What does regular all staff communication from ED look like? What is frequency and format?

### Regular L Team Working Meeting - Exec Team Facilitation Schedule:

* August 6th Cheryl
* September 3rd Alvin
* TBD October Melissa
* TBD November Leslie
* TBD Kirstin

# UPCOMING L TEAM CALENDAR

### July

* 403b Audit – Finance & HR
* Trustmark Sessions – HR
* LFI Check-In – L Team **(Assign Point Person)**

### August

* Annual Audit – Finance
* Year End Results – Finance
* New Beginnings Day – HR
* Feedback on Draft Handbook – Kirstin
* PD Retreat – Melissa
* 403b Sessions - HR

# L TEAM MISSION

L Team exists to set strategy and drive the agency's culture\* through collaborative decision making to fulfill the agency's mission and ensure equity and sustainability. (*\*Erie Neighborhood House's organizational culture driven by agency values including empathy, transparency, and optimism.*)

# ENH L TEAM NORMS

* Erie House as an agency is our #1 team
* We give each other the benefit of the doubt and ask clarifying questions before jumping to conclusions
* We demonstrate vulnerability and ask for help
* We really listen, ask why, and seek to understand rationale and intentions, from each other and all staff perspectives
* We are solutions-focused, and focus on our mission, in all the work that we do
* We commit to understand and champion others’ departments, and each other
* We commit to being present and engaged
* We demonstrate trust and courage by voicing our opinions
* We’re responsible for agency culture and demonstrate cohesive leadership by presenting a unified front and not undermining each other or decisions agreed upon as a team
* Wherever possible, L Team will be consulted for input on decisions that impact the agency
* Remember that participants are our number one priority, and our decisions are grounded in our mission and values
* We close out each meeting with a recap of what each person is accountable for, and when