**Use the sample agenda below as a guideline for your CAB’s first meeting. Revise this sample agenda to better fit your community.**

[Insert Community Name]

Community Advisory Board Meeting

[Date]

1. Welcome/Introductions
2. Introduce the Feast for the Future initiative, interested stakeholders and community partners, funding source(s), tribal leadership, and leading agencies.
3. Outline the commitment and responsibilities of the CAB:
	1. CAB members will be expected to commit 2-4 hours of time per month. This time includes preparing for and attending the monthly Board meetings, although notes will also be provided for members that cannot attend all meetings. Board members will also be welcome and encouraged to attend other Feast for the Future events and activities.
	2. CAB members will also have the following responsibilities:
		1. Act in the best interest of the communities being served.
		2. Work to engage community participation.
		3. Attend CAB meetings.
		4. Prepare for CAB meetings, including reviewing meeting materials and documents.
		5. Attend workshops, member training and other scheduled special meetings.
		6. Promote the mission and goals of the Feast for the Future Program.
		7. Guide the development materials needed for the Feast for the Future Program (i.e. curriculum for the Edible School Garden program and evaluation materials for each program component).
		8. [Additional CAB responsibilities specific to your site.]
4. Share information on ways the CAB members will be supported, potentially including:
	1. The Program Coordinator will facilitate and support all aspects of the work of the CAB.
	2. CAB orientation, training and technical assistance will be provided as needed.
	3. Mileage and per diem reimbursement may be available for out-of-town meetings and trainings.
	4. Meals or refreshments may be provided during meetings.
	5. If meetings are scheduled during the work week, the Program Coordinator can work with employers to allow CAB members to attend meetings as part of their duties.
5. Facilitate a brainstorming session to identify potential best practices to shape the program to meet the community’s needs.
	1. Allow CAB members to share their vision for what Feast for the Future can do for their community.
6. Identify a good place/time for future meetings and set the place/time for the next meeting.
7. Thank you