

Thursday

21**OSC Committee Meeting**

🕒 7:00 PM - 9:00 PM

Nov 2024 Oban Sailing Club 📍 Microsoft Teams Meeting

Agenda

7:00 PM 🕒 10 min

1 | Welcome and Introduction to New Committee Members

Welcome everyone to the first meeting of the new year. Introduce new committee members and provide a brief overview of their roles and responsibilities.

7:10 PM 🕒 15 min

2 | Review of Last Year's Performance

Discuss what went well last year and identify areas for improvement. Reflect on the successes and challenges faced by the committee.

7:25 PM 🕒 15 min

3 | Vision and Goals for the Club This Year

Outline the vision and goals for the club for the upcoming year. Discuss what we want to achieve and set clear objectives for the committee.

7:40 PM 🕒 10 min

4 | Things to Avoid for the Club This Year

Identify and discuss things that we do not want to see happen in the club this year. Set boundaries and guidelines to ensure a positive and productive environment.

7:50 PM 🕒 15 min

5 | Planning Events and Activities

Brainstorm and plan events and activities for the year. Discuss potential dates, venues, and logistics for each event.

8:05 PM 🕒 20 min

6 | Job Allocations and Roles within the Committee

The purpose of this item is to assign specific roles and responsibilities to committee members. We will clarify everyone's duties and discuss how each role contributes to the overall success of the club. We will also address management meetings, their schedules, and the attendees, as well as the necessity for full quarterly committee meetings.

- For Discussion

8:25 PM ⌚ 10 min

7 | Sharing of Information

Discuss how information should be shared within the committee, who needs to know what, and the best methods for storage and access.

8:35 PM ⌚ 10 min

8 | Recruitment of Volunteers

Discuss strategies for recruiting volunteers to assist with committee roles and events. Identify potential sources for volunteers and create a recruitment plan.

8:45 PM ⌚ 10 min

9 | Open Discussion

Provide an opportunity for committee members to bring up any additional topics or concerns. Encourage open communication and collaboration.

8:55 PM ⌚ 5 min

10 | Closing Remarks and Next Steps

Summarize the key points discussed during the meeting. Outline the next steps and any actions required from committee members. Thank everyone for their participation.