



...No Substitute for Action

APAC Agenda

Purpose: Open House & Information Sharing
Date: Saturday, March 28, 2009
Goal: Review Past Successes, Organizational Structures, and Strategize on New Objectives for the coming years
Venue: Prince George's Community College, Marlboro Hall, Largo, Maryland
Time: 10 am – 1 pm **Actual Start / End :**

10:00 am – 10:30 am Networking & Registration + Coffee/Tea – Dr. Elaine Kass
 10:30 am – 11:00 am Opening Remarks – Ayo Fakorede / Chuks Eleonu
 11:00 am – 11:30 am “Making the Case for Involvement in Community Development” – Dr. Nelson Kofie
 11:30 am – 12:00 pm Overview of African PAC Organizational Structures – Chuks Eleonu
 12:00 pm – 12:30 pm Break-out Sessions + Light Lunch – Prof. Jean VandenBosch
 12:30 pm – 12:50 pm Reports from Break-out Session Facilitators
 12:50 pm – 1:00 pm Closing Remarks & Next Steps – Chuks Eleonu
 1:00 pm Adjournment & More Networking

Meeting Notes:

New Action Items / Issues Log:

Who	What	Assign Date	Due Date	Status	Priority

Meeting Effectiveness Ground Rules:

1. Have an agenda. Institute timekeeping, action items and documentation of minutes (whenever appropriate).
2. Start on time. Schedule the meeting to give attendees reception time. Avoid backtracking for late arrivals. End meeting on time.
3. Protect the confidentiality of pertinent information, except where they have been declared as public domain.
4. Attendees should assume and know their roles and responsibility in meetings. Ignorance is not an excuse.
5. Review action items and minutes at the start of every meeting and hold people accountable for their assigned tasks.
6. Say what you mean, and mean what you say – but maintain the rules of public speech, debate, and decorum.
7. Keep floor speeches to 1 minute per person, until everyone else has had same opportunity, except for reports & keynotes speakers.
8. If you do not attend, you live with whatever was decided by the majority. No end-running or second-guessing !!!