



NOVEMBER 2019 TEAM MEETINGS



Collaboration skills are important in our interconnected field and world. An effective leader can assess their role in the group dynamic, manage personalities (egos, traumas, etc), deadlines and communication styles, assert their expertise/values AND will need to compromise and mediate between teammates. Consider this space a lab/studio to play with group dynamics in a supportive environment—one to push forward your ideas or questions for the arts and culture ecosystem in the Bay Area.

Location

To be determined by the team. EAP can offer to set up Zoom meetings, if virtual meeting is preferred.

Session Outcomes

- Broaden your capacity for leadership and collaboration
- Develop a regional understanding of the arts and culture field
- Develop a stronger cross-sector professional network
- Prepare and organize your team and content in preparation for the fellowship session

This month, you will meet at your own time/location to get to know your teammates and plan for your gathering and session. This is a great time to share your communication preferences, your goals for contributing, and your learning edges. You will also spend time sharing resources, discussing session readings and selecting guest speakers for the fellowship session.

Full Affinity Teams (new fellows and mentors) will focus on one Affinity Topic to:

- (1) host a small gathering of your team with select guests and EAP staff to explore and exchange
- (2) co-develop a fellowship session with EAP staff and facilitate part of the session
- (3) create either a small publication or present an Emergence Pre-Conference.

New fellows will also contribute to the planning and production of Emergence, EAP's annual network convening

The November meet-up will be in preparation for the first two outcomes above

Prep for this session

- Schedule location/time
- Gather your thoughts around communication styles, check-in schedule, guest speakers, etc.
- Begin reading the required reading for your session

Assignments

- Complete the Team Planning Form
- Select guests and readings for sessions
- Schedule your Affinity Gathering



TEAM WORK PLAN: WHO ARE WE?

Name & Best way to reach me (text, email, call, or in person)				
Affinity Area: Creative City, Cultural Equity, Regenerative Practice, or Art & Enterprise				
I choose this team because I'm excited about.... I'm curious about.... This project relates to the larger arts & culture ecosystem in the Bay Area in this/these ways....				
My strengths and skills relevant (or not) to the project include...				
My personal/ professional edges or growth areas include....				
Accountability: → I keep myself accountable to others by ... → I prefer others to keep me accountable by ...				
Conflict Management: → When I get stressed out I've noticed I react by... → When I notice others are stressed, my reaction is to... → For this project I'd like for us to agree to handle conflict in this way... → In case we cannot come together around a topic or problem, we will...				



TEAM WORK PLAN: MEETINGS & CHECK-INS

<u>Meeting Date/Time</u>	<u>Location / Link</u>	<u>Meeting Goals/ Outcomes/ Assignments</u>	<u>Meeting Roles (rotating?)</u>	<u>Action Items</u>
			Sending Reminder: _____ Meeting Facilitator: _____ Note taker: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**TEAM WORK PLAN:
GATHERING & SESSION PLANS**

Teams should be prepared to (1) host a small gathering of your team with select guests and EAP staff to explore and exchange (2) co-develop a fellowship session with EAP staff and facilitate part of the session

AFFINITY TOPIC: _____

What most interest you in this topic? What would you like to explore?

Research (Readings/Media/etc)

(EAP will provide you with some suggested and some required readings; you may also select your own)

Possible Guest Speakers

(EAP can provide you with some suggested speakers; you will also select your own)

Format ideas for the gathering

Other notes

THE GATHERING

*In preparation for your session, teams will host a gathering of new fellow and mentor teammates, selected session guests, and EAP staff. This gathering will be a space for conversational exploration of the Affinity Topic. It can be facilitated or just a loose conversation/exchange. It can be over potluck dinner, picnic lunch, tea, but should involve collective sharing of sustenance (EAP will reimburse teams up to \$100 to offset the cost of food and/or supplies). A portion of the gathering should be set aside for planning the format of the team's fellowship session (with the support and final approval of EAP staff). **Please note, the Cultural Equity Team will likely have to host their session in November in order to be ready for the December session.***

Date/time/location
Invited guests + Goals for Learning
Meal
Format of Gathering
Teammate Roles/Responsibilities

THE AFFINITY SESSION

In preparation for your session, you will **work with EAP staff to build the agenda for the day**, integrating existing EAP curriculum with your selected speakers, programming, and learnings. You will also secure any guest speakers and other logistics needed to carry out the session. During your session, teams will facilitate, minimally, the conversation on readings and the conversation with guest speakers. You may also want time to discuss your meal and what came out of that gathering. Below are some prompts to help build out your part of the session.

Session Topic & Date/location
Indigenous Land Acknowledgement + Guest or Practice
Intended Goals/Learnings
Invited guests <i>From each guest, please request the following to be sent to EAP a minimum of 1 week before your session:</i> <input type="checkbox"/> Bio (100–200 words) <input type="checkbox"/> Portrait/Headshot <input type="checkbox"/> URL <input type="checkbox"/> Email <input type="checkbox"/> Cell # <input type="checkbox"/> Resources or articles (optional)
Readings - <i>Select 1 to 2 hours worth of required content. Additional optional content is also recommended. Send to EAP staff to share with cohort no less than 2 weeks in advance of session.</i>
Agenda - <i>The first part of the day is formed/facilitated by your team. Full day agenda must be built with EAP staff.</i> <ul style="list-style-type: none">● Welcome/Grounding + Land Acknowledgement● Topic Discussion (readings, gathering, etc.)● Guest speakers
Teammate Roles/Responsibilities
Other details (meal, space, handouts, etc.)