



## 2022 CYPB Meetings Matrix

Meeting	Meeting Frequency	Meeting Dates	Meeting Time	Location
<p><b>Full Board</b></p> <p><i>The primary function of CYPB is to advance the implementation, monitoring, and evaluation of the Youth Master Plan.</i></p> <p><i>See below for a detailed calendar of Youth Master Plan activities per month.</i></p>	<p><b>Standing Meetings (11 total)</b>  <i>2<sup>nd</sup> Tuesdays of the month*</i></p> <p><i>*No meeting in August; 1st Tuesday in December</i></p>	<ul style="list-style-type: none"> <li>- Jan 11</li> <li>- Feb 8</li> <li>- March 8</li> <li>- April 12</li> <li>- May 10</li> <li>- June 14</li> <li>- July 12</li> <li>- Sept 13</li> <li>- Oct 11</li> <li>- Nov 8</li> <li>- Dec 6</li> </ul>	<p>11:00am-1:00pm</p>	<p>ZOOM*</p> <p>Subject to change after first quarter based on COVID-19 conditions and impacts</p>
<p><b>Youth Advisory Board (YAB)</b></p> <p><i>The primary function of CYPB is to advance the implementation, monitoring, and evaluation of the Youth Master Plan.</i></p> <p><i>See below for a detailed calendar of Youth Master Plan activities per month.</i></p>	<p><b>Standing Meetings (11 total)</b>  <i>2<sup>nd</sup> Saturdays of the month*</i></p> <p><i>*3<sup>rd</sup> Saturday in March; 3<sup>rd</sup> Saturday in July; No meeting in August</i></p>	<ul style="list-style-type: none"> <li>- Jan 15</li> <li>- Feb 12</li> <li>- Mar 19</li> <li>- Apr 9</li> <li>- May 14</li> <li>- June 11</li> <li>- July 16</li> <li>- Sept 10</li> <li>- Oct 8</li> <li>- Nov 12</li> <li>- Dec 10</li> </ul>	<p>10:00am – 12noon</p>	<p>ZOOM*</p> <p>Subject to change after first quarter based on COVID-19 conditions and impacts</p>



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Executive Committee				
<b>CYPB EC</b>	<p><b>Standing Meetings (5 Total)</b> Three (3) of the five meetings are scheduled in advance of board meetings and per schedule of committee members.</p>	<ul style="list-style-type: none"> <li>- Jan 7</li> <li>- Mid-Year</li> <li>- Year-End</li> </ul>	9:00am – 10:00am	ZOOM
	<p><b>Special Meetings</b> Two (2) of the five meetings will be convened jointly with the YAB Executive Committee per member schedules..</p>	<ul style="list-style-type: none"> <li>- Spring</li> <li>- Fall</li> </ul>	10:30am-12pm	ZOOM
<b>YAB EC</b>	<p><b>Standing Meetings (11)</b> Eleven (11) total meetings scheduled in advance of board meetings and per schedule of committee members.</p>	<ul style="list-style-type: none"> <li>- Jan 8</li> <li>- Feb 5</li> <li>- Mar 12</li> <li>- April 2</li> <li>- May 7</li> <li>- June 4</li> <li>- July 9</li> <li>- Sept 10</li> <li>- Oct 1</li> <li>- Nov 5</li> <li>- Dec 3</li> </ul>	10:30am-12pm	ZOOM
	<p><b>Special Meetings</b> Two (2) of the eleven (11) meetings will invite the CYPB Executive Committee, in order to cross connect and build relationships, per schedule of members.</p>	<ul style="list-style-type: none"> <li>- Spring</li> <li>- Fall</li> </ul>	10:30am-12pm	ZOOM



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### *Detailed Meeting Activities & Deliverables by Month*

MONTH	CYPB	YAB OF CYPB
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Work plan report-out per category for cross-sector connection</li> <li>• Demonstrate Clear Impact as project management and evaluation support tool</li> <li>• Solution Owners sign-on to Clear Impact with user profile per organization</li> </ul>	<ul style="list-style-type: none"> <li>• YAB recruitment for new members</li> <li>• YPAR data &amp; engagement squad recruitment to youth-serving orgs</li> <li>• Possibility of NOYA Fellow policy platform presentation to YAB</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>• Launch project management supports and infrastructure for all Youth Master Plan categories</li> <li>• In-meeting workshop: Develop and inform Youth Master Plan messaging and communications strategy</li> <li>• Preview Phase 3 report: Launch for Implementation, Monitoring &amp; Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• YAB panel interviews and final selections</li> <li>• Secure YPAR data &amp; engagement squads at youth-serving orgs</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Buildout Data Sharing Agreements, Reporting Templates, etc.</li> <li>• Solution implementation and cross-sector barrier removal</li> <li>• Review funding plan/strategy, update as needed</li> </ul>	<ul style="list-style-type: none"> <li>• YAB New Member Orientation</li> <li>• YPAR Training</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>• Finalize Buildout of Data Sharing Agreements, Reporting Templates, etc.</li> <li>• Solution implementation and cross-sector barrier removal</li> </ul>	<ul style="list-style-type: none"> <li>• YAB plan Youth Voice Convening</li> </ul>



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	<p><b>Community Conversation: 4/14</b></p>	
<b>MAY</b>	<ul style="list-style-type: none"> <li>● Solution implementation - monitoring/updates and cross-sector barrier identification and removal</li> </ul> <p><b>Community Conversation: 5/19</b></p>	<ul style="list-style-type: none"> <li>● YAB plan Youth Voice Convening</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>● Solution implementation - monitoring/updates and cross-sector barrier identification and removal</li> </ul> <p><b>Community Conversation: 6/2</b></p> <p><b>Youth Voice Convening: 6/25</b></p>	<ul style="list-style-type: none"> <li>● YAB host Youth Voice Convening: 6/25</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>● Solution implementation and cross-sector barrier removal</li> <li>● Shared Learning Opportunity - TBD</li> <li>● Course adjustments based on review of Clear Impact inputs and Community Conversations</li> </ul>	<ul style="list-style-type: none"> <li>● Run YPAR activities</li> </ul>
<b>AUGUST</b>	<p>No meeting; Youth Master Plan Solution Implementation</p>	<ul style="list-style-type: none"> <li>● Run YPAR activities (TBD)</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>● Solution implementation and cross-sector barrier removal</li> <li>● Shared Learning Opportunity - TBD</li> </ul>	<ul style="list-style-type: none"> <li>● Run YPAR activities</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>● Action Strategy report-outs per category</li> <li>● Barrier removal</li> <li>● Course adjustment based on Clear Impact inputs and Community Conversations</li> <li>● Last call for data inputs</li> </ul>	<ul style="list-style-type: none"> <li>● Run YPAR activities</li> </ul>



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	Called to Care Summit	
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>● Review progress and set priority for new year</li> <li>● Preview of final report - results</li> <li>● Discuss report elements and methods for reflecting progress</li> <li>● CYPB Operations (elections and budget)</li> </ul>	<ul style="list-style-type: none"> <li>● Celebrate YPAR success</li> <li>● Report YPAR findings back to youth</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>● <b>Celebrations &amp; Public Reporting</b> <ul style="list-style-type: none"> <li>○ Youth and community engagement around report</li> <li>○ Annual Presentation to City Council, Criminal Justice Committee and/or Community Development Committee</li> <li>○ Share report with Community Conversations Attendees</li> <li>○ YMP website and Communication to YMP Partner Communities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Include YPAR results in YMP report</li> <li>● Report results as part of YMP evaluation, present findings across city (Jan-Feb 2022)</li> </ul>

### Notes

2022 Governance, Internal Affairs, and External Affairs Committees: TBD - roles performed by Executive Committee pending reset post pandemic.

Attendance expectations per bylaws:

- Board Meetings

All board members are expected to attend at least 70% of the board meetings scheduled during the calendar year. This can be achieved by attending a minimum of 8 of 11 meetings.

- Quorum

Attendance matters, as it informs our ability to achieve a quorum and move actions/decisions forward. A quorum is the minimum number of members of CYPB that must be present at any of its meetings to



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make the proceedings of the meeting valid. The minimum number of members present to make a quorum currently for CYPB is **10+ members in good standing**.

Note that all CYPB meetings have been moved to the ZOOM format for at least the first quarter of 2022, so attendance is virtual. These arrangements have been made available for the safety and convenience of members, and as an aide to improve and sustain attendance.

Attendance format is subject to change after the first quarter of 2022, based on the conditions of COVID-19 and its impacts in our environment.