**Date:**

**Updates & News**

* Provide any policy updates from the State Office or Extension County Director
* How are things going? Have each ambassador report on how their work is going.

**Reporting**

* Discuss and review PEARS (entries, success stories, etc.)
* Discuss and review PSE projects
* Discuss and review Social Media reporting

**Upcoming Items/Future Opportunities**

* Review google calendar items, upcoming classes and updates to the google calendar
* Discuss coordination of efforts (classes are covered, teaching needs/supplies)
* Discuss recruitment efforts and new community contacts and potential partners

**Professional Development**

* Troubleshooting (answering any questions the ambassadors might have)
* Setting Goals (looking forward, are we completing series and where will the next series be, timeliness in our reporting, new partnerships, etc.)
* Employee Skills (teaching, office organization, class scheduling)

**Action Items**

**Regular Agenda Items Might Include:**

* Coordination of efforts (between ambassadors and supervisors)
* Coordination of calendar (who will be where, when)
* New Partnerships or programs
* New Recruiting venues & strategies
* Paperwork: any questions, what’s missing, receipts signed, etc.
* Business Services: any questions, travel, payroll, PCard
* County sharing for Statewide Staff Meeting (who and what to share)
* Lessons learned & success stories
* New and successful recipes
* Teaching Needs: handouts, reinforcements, games, etc.

**Rotating Agenda Items Might Include:**

* Scheduling observations of classes
* Updates from the Extension County Director
* Teaching Materials (what needs to be ordered)
* Teaching Training Needs (recruiting, teaching skills, office organization, scheduling)
* Teaching Methods (demonstrations, youth and adult education techniques)
* New Ideas (recipes, recruiting, PSE opportunities)
* Nutrition Information
* Ethics and Civil Rights
* Food Safety