



**Jump\$Start State Coalition Leaders' Meeting**  
**April 13-14, 2001**  
**Virtual Meeting Preparation Guide**

We are looking forward to our first virtual, two-day Jump\$Start Coalition State Coalition Leaders' meetings! Here are some meeting tips to help make this an enjoyable and productive gathering for you.

**Meeting Zoom Link:** State Leader Meetings start promptly at **11:00 AM PT/2:00 PM ET**, so feel free to log in a few minutes early and mingle with your other state leaders while you wait for the program to start. **We will send you the Zoom link prior to our meeting on Tuesday, April 13<sup>th</sup>.**

**Dress Code:** *Business Casual*. However, we are also encouraging you to wear your favorite "team colors" if you want to show some extra state spirit. :) Since we will be in small, Zoom boxes – anything you want to do to "represent" your state visually is welcome (backdrops included)!

**Read your meeting packet.** This will include the agenda, full roster of attendees, and bios of all the speakers.

**Prep for group games and breakout group discussions:**

**Day One (4/13):**

1. **Roll Call:** This is a fun way for all of us to meet at the beginning of the meeting. When Variny calls out your name (in alphabetical order), please say, "Here! Your state, and any word that you feel represents your state." You can also bring an object or visual representation to share with the group. (E.g., "Variny, Here!, California, Avocado!")
  
2. **Small Group Breakout Session - Operations and Coalition Strategy.** This is a "sharing" session that will happen after Dan Hebert, Jump\$Start Senior Director of Education and President of NH Jump\$Start, presents, "The Business of State Coalitions."

Here are some ideas for discussion:

- a. Visit the [Online State Leader Toolkit](#) and review the Operations side. (Type “Jump\$tart” as the password to get into the Toolkit from our Jump\$tart website.)
- b. Have you reviewed and/or updated your bylaws recently?
- c. Have you filed your 990s and state and local filings?
- d. How do you run your Board and Partner meetings?
- e. Do you have any kind of document retention policy?
- f. Who manages your organization’s finances? Who has access to your coalition’s bank account?
- g. How often do you discuss your coalition’s mission and strategic goals?
- h. **What are you some ways to better collaborate and leverage our national state coalition network (e.g., quarterly Zoom meetings, Facebook group, message board, etc.)? Ideas welcome.**

## Day Two (4/14):

1. **Morning ice breaker:** Please share your childhood nickname or first job. Extra points if you remember how much you were paid.
2. **Small Group Breakout Session 1 – Partner and Board Recruitment, Retention, and Succession.** Here are some ideas for discussion:
  - a. Does your coalition reflect a broad representation of organizations from your state? Who else would you like to see in your state coalition?
  - b. How do you keep your Partners and Board engaged?
  - c. How is your Board structured? How long do your Board members serve?
  - d. How do you attract new coalition Partners?
  - e. Do you have a succession plan?
  - f. Do you have written descriptions of your officer roles?
3. **Small Group Breakout Session 2 –Events and Meetings (Fundraising).** Here are some ideas for discussion:
  - a. How have events and meetings changed in this virtual world?
  - b. How are you holding your Partner and Board meetings? How often and when?
  - c. What kind of events have you held recently? How do you keep your participants engaged during the meeting?
  - d. What kind of tools and technology are you using for outreach, promotion, and delivery of the event?
  - e. What are some lessons you’ve learned on the technology front?
  - f. Has technology affected who and how many folks attend your events? Are you working with any other nearby state coalitions to expand your reach?
  - g. Discuss fundraising opportunities and ideas.

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