**IMPORTANCE LEADERSHIP**

## Agenda for General Meeting (Kenya)

**Thursday, December 12th, 2024**
**8:00 PM - 9:30 PM (Kenyan Time)**

**1. Welcome and Introduction (5 minutes)**
  - How was your day, and what is the most important thing you remember about your childhood?
  - The facilitator outlines the purpose and agenda of the meeting

**2. Accessing Work Emails (10 minutes)**
  - Access the organization's email accounts and schedule meetings (one-on-one & General meetings).
  - Discussing the protocol for monitoring our calenders and responding to emails
  - Assigning email management responsibilities and some other small tasks

**3. Next Steps (15 minutes)**
  - Discussion on the immediate and long-term goals of the organization
  - Identifying key priorities and action items
  - Assigning responsibilities and timelines

**4. Program Plans (25 minutes) (if the  time allows us)**
  - Brainstorming ideas for upcoming programs and events
  - Aligning programs with the organization's mission and vision
  - Discussing the feasibility and logistics of proposed programs

**5. Organizational Registration (10 minutes)**
  - Updating the status of the organization's registration process
  - Addressing any legal or administrative requirements
  - Determining the next steps for completing the registration

**6. Rebranding the Organization (15 minutes)**
  - Gathering feedback and ideas from the leadership team
  - Developing a plan for the rebranding process

**7. Budget and Funding (25 minutes)**
   - Reviewing the current financial status of the organization
   - Identifying funding sources and grant opportunities
   - Developing a budget for the upcoming programs and activities

**8. Activities and Projects (15 minutes)**
   - Discussing ongoing and future activities and projects
   - Aligning the activities with the organization's goals
   - Assigning responsibilities and setting timelines

**9. Open Discussion and Q&A (10 minutes)**
   - Additional concerns or questions
   - Suggestions and how everyone feels about the meeting and next steps

**10. Wrap-up and Next Steps (10 minutes)**
   - Summarizing the key decisions and action items
   - Confirming the next meeting date and time
   - Closing the meeting