UNGA Event 2025 (Open Minutes)

11th Committee Meeting| July 24th

Attendees: Dr. Olu (Meeting Lead), Arc Telos Saint Amour (Tay/T), Joanna Fang, Judah Njoroge, Alyna Lim, Connor (arrived late) **Duration:** ~40 minutes Meeting Overview Planning session for the FYP event scheduled for approximately 2 months out (late September 2025). Focus on finalizing attendee lists, speaker confirmations, and fundraising strategies. Key Decisions Made

1. Event Capacity & Budget

- **Initial Plan:** 30 total attendees (budget-constrained)
- **Revised Plan:** 40-50 total attendees
  - 18 spots: Speakers and organizing committee members
  - 20-30 spots: General attendees
- Budget flexibility dependent on fundraising success
- Possibility of self-sponsored attendees if fundraising allows

2. Attendee Selection Process

- Each committee member allocated slots for nominations:
  - Arc Telos: 6 slots (plus Dr. Olu's slot)
  - Joanna: 4 slots
  - Alyna: 2 slots
  - Judah: 2 slots
  - Connor: 4 slots (pending his input)
  - Dr. Olu: 1 slot (reserved for later)
- Total of 20 initial invitee slots finalized

3. Speaker Outreach

- Arc Telos has already reached out to several speakers
- Email template from Arc Telos to be shared for consistency
- Speakers were offered scholarship opportunities but not automatically promised full funding

- Need to track who has been contacted to avoid duplicate outreach

4. Partner Organizations

- Youth Move National - Arc Telos to reach out
- Youth Power Project - Arc Telos already reached out (Sanvi is the head)
- Strategy: Wait one week for responses before contacting backup organizations

5. Venue Status

- Need to finalize venue selection
- Deposit required (non-refundable)
- Current FYP account balance: $0
- Decision needed within next 1-2 days

6. Marketing & Fundraising

- Youth Move National graphic design finalized
- Social media post scheduled for Saturday or sooner
- Arc Telos has t-shirts and will create promotional videos
- Aggressive fundraising campaign needed over next month

Action Items & Responsibilities Immediate Actions (Within 24-48 hours) **1 All Committee Members** * Send speaker invitations TODAY if not already sent * Send attendee invitations ASAP * Blind copy (BCC) Joanna and Judah on all outreach emails for tracking **2 Arc Telos** * Share email template used for speaker outreach * Mark which speakers have been contacted in the document * Create promotional videos with t-shirts (weather permitting) **3 Joanna** * Check venue availability and deposit requirements * Convert attendee list to table format with columns for: * Name * Person who reached out * Response status * Coordinate Youth Move National social media post **4 Dr. Olu** * Email Connor about his 4 attendee nominations * Work with Arc Telos on venue deposit decision **5 Alyna** * Contact two suggested attendees about visa status/requirements

Week 1 Actions **6 Fundraising Team** * Begin outreach to sponsors/partners with aligned values * Focus on organizations with existing connections * Implement Youth Move National partnership promotion **7 Operations (Joanna & Judah)** * Prepare for flight bookings and accommodation arrangements * Set up tracking system for confirmations

By Next Meeting (1 Week) **8 All Members** * Report on response rates from invitations * Provide update on confirmed attendees/speakers * Share fundraising progress * Be prepared to move to backup invitees if needed

Ongoing/Future Actions **9 After First Week** * Evaluate fundraising progress * Consider opening applications for self-sponsored attendees * Reach out to backup partner organizations if needed **10 Within Next Month** * Secure venue with deposit * Confirm international delegates * Finalize funding arrangements

Important Notes

- **Dr. Olu's Health:** Currently unwell but committed to the meeting
- **Conference Context:** Dr. Olu is also planning another conference expecting 3,000 attendees (August 1-2)
- **International Considerations:** Special attention needed for visa requirements
- **Values Alignment:** Emphasized that organizational values matter more than funding amount
- **Documentation:** Need to track all communications for accountability

Next Meeting

- **Date:** Next Thursday (same time)
- **Format:** Virtual
- **Expected Updates:** Response rates, confirmed attendees, fundraising progress

Meeting concluded with appreciation for team effort and commitment despite challenges

10th Committee Meeting| July 17th

Participants:

- Olu (Dr. O) - Meeting Facilitator
- Arc Telos Saint Amour (Tay) - they/them
- Joanna Fang
- Connor Dalgaard
- Alyna Lim
- Judah Njoroge

Key Discussion Topics

1. Speaker Assignments and Outreach

Panel Sessions Confirmed:

- **General Panel Session:** Multiple speakers assigned
- **Breakout Session 1A & 1B:** Speakers assigned
- **Breakout Session 2A:** Youth Move National confirmed
- **Breakout Session 2B:** Priority order established: 1 Youth Power Project (Sanvi) 2 Born This Way Foundation 3 Wildflower Alliance 4 Thrive Well 5 Gates Foundation

Speaker Outreach Assignments:

- Dr. O: Born This Way, Dion & Diana Chow, Max, Mira, Judah, Tea
- Tay: Kate, Wildflower Alliance
- Joanna: Brandon
- Connor: Monica Porter
- Alyna: Kitigawa

2. T-Shirt Fundraising Initiative **Partnership Details:**

- Collaboration between Youth Move National and ForYouPage.org
- Tay personally funding initial t-shirt production as donation
- Profits split 50-50 between organizations
- Price point: $100 per shirt (positioned as donation with shirt as gift)

Website Features:

- Dark color scheme for marketing consistency
- Two shirt designs available
- Sizes: Small, Medium, Large, Extra Large
- QR codes on shirt backs (tested and functional)
- Discounted pricing available for grassroots youth (contact required)

Key Feedback:

- Alyna noted design might not have mass appeal (personal preference for simpler designs)
- Banner text size needs adjustment
- Text correction needed: "Youth Move National and ForYouPage.org are teaming up"

3. Soft Launch Strategy **Timeline:**

- Materials to be ready by tomorrow for group review
- Social media push following approval
- Focus on fundraising/sponsor awareness rather than general promotion

Social Media:

- Calendar to be developed by Judah and Alyna
- Work with Connor on content
- Olu stepping back from social media strategy

4. Attendee Selection Criteria **Current Status:**

- 34 names on preliminary list
- Need to categorize by US-based vs. international

Priorities Discussed:

- Focus on grassroots youth who haven't had conference opportunities
- Increase international representation (leverage FYP's international strength)
- Consider self-funded participants to expand attendance
- Prioritize those doing community work over "known speakers"
- Location-based partnerships once venue is confirmed

5. Venue Considerations **Options:**

- Preference for retreat center
- Hotel as backup (would allow for open call with self-funded attendees)
- Location affects local partnership opportunities
- Judah suggested leveraging local organizations for support (e.g., Youth Crossroads in Chicago)

6. Sponsor/Partner Outreach **Organizations to Contact:**

- Aspen Institute
- Hope Labs
- NAMI (Tay to reach out)
- Clinton Initiative
- Inseparable
- Ford Foundation (already contacted by Dr. O)

Strategy:

- Create email template for outreach
- Leverage attendee networks for warm introductions
- Delay some outreach until attendee list finalized

7. Additional Initiatives **Influencer Outreach:**

- Alyna identified two potential influencers from personal connections
- Created "Influencers" tab in event proposal document
- Process: Initial contact → Set up meeting with FYP event team → Tay and Joanna handle partnership details

Grassroots Designer Program:

- Accept merch designs from grassroots advocates
- FYP produces merchandise
- Split profits to support both event and designers

Action Items / TODOs

Immediate (By Tomorrow):

- [ ] **Connor:** Finalize marketing materials with safety date corrections
- [ ] **Judah & Alyna:** Complete social media calendar
- [ ] **Joanna:** Update website with text corrections and banner adjustments
- [ ] **Joanna:** Add sponsorship offer text to main page (not just product page)

This Week:

- [ ] **All assigned:** Send speaker outreach emails
- [ ] **Tay & Joanna:** Create outreach email template
- [ ] **Alyna:** Reach out to influencer contact and update spreadsheet
- [ ] **Team:** Review and approve soft launch materials

Next Steps:

- [ ] **Team:** Categorize attendee list by location (US vs. International)
- [ ] **Team:** Identify grassroots youth for invitation priority
- [ ] **Olu:** Rearrange documents for smoother workflow (after August 3rd conference)
- [ ] **Team:** Finalize venue to enable local partnership outreach
- [ ] **Team:** Develop criteria for self-funded participants

Ongoing:

- [ ] **Monitor:** T-shirt sales and response
- [ ] **Track:** Speaker confirmations
- [ ] **Document:** Partnership discussions and sponsorship responses

Important Notes:

- Dr. O will have limited availability until August 3rd due to conference commitments
- Team size is small (6 people) but described as "super efficient"
- Website displays wrong organizational name formatting - needs correction
- Consider reaching out to sponsors through attendee networks for warm introductions

9th Committee Meeting| July 10th

Participants: Connor, Alyna, Joanna, Judah, and Olu

Meeting Summary

1. Youth Panel Session Planning

Theme Development:

- Discussed connecting policy, action, and youth mental health
- Focus on how current policies shape the future of youth mental health (10-20 year horizon)
- Key question: How do policies translate into grassroots action?
- Final theme concept: "From Advocacy to Policy to Action to Impact" - examining the role of youth mental health champions

Context Points Raised:

- Malaysia: Current fight to decriminalize suicide (currently illegal)
- Kenya: Recently voted to decriminalize suicide attempts
- Nigeria: Similar issues with suicide criminalization
- Need to address the gap between policy implementation and actual practice

Panel Speakers Confirmed/Suggested:

1 Sandy (from You Power Project) - policy expertise

2 Connor - expressed interest in participating (passionate about policy-making) 3 Trace - works extensively on policy, very young 4 Valerie Nicole - new professor, research on suicidal ideation in youth mental health 5 One more grassroots advocate to be identified (Joanna to provide name)

2. Community-Led Breakout Sessions

- Decided to let young attendees choose their own discussion topics
- Participants will be broken into themed groups
- Self-directed discussions to promote bonding and ownership

3. Event Timeline & Launch

- Soft launch scheduled in 9 days
- Speaker invitations to be sent by Monday/Tuesday at latest
- Need to confirm speakers and finalize schedule

4. Fundraising Initiatives

- Merchandise partnership opportunity:
  - Looking for community artists/influencers/student organizations
  - Products: shirts, tote bags, etc.
  - Profit split arrangement with proceeds supporting event and helping young advocates attend
- Connor created multi-slide Instagram fundraising post
- Discussing adding LinkTree for donations connecting to fundraising document and website

5. Meeting Structure Going Forward

- Shifting to more asynchronous work
- Thursday meetings only when major decisions needed
- Focus on time-sensitive matters
- Updates via document and email between meetings

Action Items

Immediate (By Monday/Tuesday)

- Event Organizer: Finalize speaker options and filter selections for available spaces
- Event Organizer: Send speaker invitations by Monday/Tuesday latest
- Event Organizer: Work on youth panel session title/theme refinement

Before Soft Launch (9 days)

- Connor & Event Organizer: Collaborate on social media designs and content
- Team: Set up LinkTree for fundraising connections
- Team: Finalize all materials needed for soft launch

Ongoing

- All: Continue filling in event details in shared document
- All: Identify and reach out to potential merchandise partners (artists, influencers, student organizations)
- Joanna: Provide name of grassroots youth mental health advocate for panel
- Event Organizer: Review notes from last two meetings for any missed items
- All: Use WhatsApp, email, or Discord for urgent communications

Communication Channels

- Primary: Email, WhatsApp, Discord
- Meeting times: Thursdays (as needed)
- Document sharing for asynchronous updates

Next Steps

1 Confirm all panel speakers

2 Finalize youth panel session theme/title 3 Complete soft launch preparations 4 Continue fundraising efforts through merchandise partnerships and social media

8th Committee Meeting| July 3rd

Meeting Notes: UNGA Science Summit Planning

Date: July 3, 2025 ### Participants: Dr. Olu, Joanna Fang, Connor Dalgaard, Alyna Lim, Arc Telos Saint Amour (Tay), Adina (absent)

Meeting Overview

Planning session for the UNGA Science Summit on youth mental health, with the theme "Community and Mental Health: Reimagining Meaningful Youth Engagements for Global Wellbeing"

Key Decisions Made

1. Event Structure (2 hours total)

- 15 minutes: Keynote speech
- 30 minutes: Panel discussion
- 15 minutes: Q&A session

2. Speaker Selections

Keynote Speaker

- Judah (if logistics permit - needs to balance with operational duties)

Science Summit Panel (4 panelists needed)

Confirmed suggestions:

1 Isaac Lara (Mental Health for All Lab, Harvard)

2 Judah 3 Elena Park (University of Oregon) - 1st choice researcher 4 Kitagawa - 2nd choice researcher 5 Marx (UW PhD student) - backup 6 Ain Humimza (Malaysia) - if visa permits

Breakout Session 1A: Breaking Barriers & Equity in Youth Mental Health

Format: Panel discussion ### Ranked speaker list:

1 Inze (moved from Science Summit)

2 Brandon Bond (mental health + human rights focus) 3 Monica Porter-Gilbert (Bazelon Center, DC-based) 4 Diana Chao (Letters to Strangers) - moved to youth panel 5 Dion - moved to youth panel

Breakout Session 1B: FYP Wiki Version 2.0

Lead: Marx ### Format: Interactive workshop to create community resource page mapping organizations and solutions

3. Event Branding

- Connor created Save the Date designs (3 weeks, 2 weeks, 1 week out versions)
- Designs approved - described as "funky" and "groovy"
- Will be used for initial email outreach to 30 invited attendees

4. Important Constraints

- Visa requirements: Prioritize speakers who already have US visas or don't need them (Singapore, etc.)
- Budget: Limited funds for international travel
- Capacity: Limited attendance, starting with invite-only approach

Action Items & TODOs

For Joanna:

- ☐ Complete website updates with Olu's designs
- ☐ Fill in speaker suggestions in the proposal document
- ☐ Coordinate with Alyna on programming for Wiki 2.0 session
- ☐ Meet with Alyna in Seattle for dinner
- ☐ Text Alyna on WhatsApp about meeting

For Alyna:

- ☐ Send emails to potential speakers:
  - ☐ Elena Park (1st choice)
  - ☐ Kitagawa (2nd choice)
  - ☐ UCLA Wise Lab contacts
  - ☐ Benny Prawira (calling tomorrow morning)
- ☐ Meet with Marx in Seattle within 24-48 hours
- ☐ Develop detailed plan for Wiki 2.0 session

For Connor:

- ☐ Update Save the Date designs with location details once confirmed
- ☐ Research LinkedIn for additional speaker suggestions (NAMI Council, MHA Council)
- ☐ Handle social media accounts (once event format decided)
- ☐ Create fundraising-focused social media content

For Dr. Olu:

- ☐ Contact Diana Chao via WhatsApp about youth panel
- ☐ Create document with session visions and expected outcomes
- ☐ Follow up with team about visa status of international speakers

For Tay:

- [ ] Send fundraising packet and copy to Connor for social media
- [ ] Provide support for logistics on event day

For Marx:

- [ ] Prepare to lead/moderate Wiki 2.0 session
- [ ] GitHub issues management

Key Reminders

1 Location: Still TBD - either DC or New York

2 Current date context: Meeting held July 3, 2025; visa appointments backed up globally

3 Approach: Start with invite-only (30 attendees), then potentially open up based on response

4 Focus: Balance between academic/research perspectives and lived experience voices

Follow-up Items

- Next meeting scheduled for following week
- Need to finalize location ASAP for speaker travel planning
- Create detailed session outcome documents before event
- Continue ranking and reaching out to speakers based on priority lists

7th Committee Meeting| June 26th

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No Meeting| June 19th

6th Committee Meeting| June 12th

Notes missing...

5th Committee Meeting| June 5th

Meeting Summary: Youth Mental Health Retreat Session Planning

Date: Not specified ### Duration: Approximately 27 minutes ### Participants: Tay, Dr. O (Dr. Rowe), Alyna, Vincent/Joanna (facilitator)

Meeting Purpose

Planning a session for an upcoming youth mental health retreat, focusing on developing content that aligns with established themes.

Key Themes Discussed

Main Retreat Themes:

1 Equity in Youth Mental Health - Addressing how mental health issues affect marginalized communities through diversity, equity, inclusion, and justice frameworks

2 Fostering Social Support for Youth Well-being - Building local community coalitions for tangible advocacy actions

Attendee Profile

- Young advocates and activists under 29 years old
- Have lived experience with various systems (criminal legal, juvenile justice, hospitalization, foster care)
- Connection to mental health (personal experience or as caregivers)
- Researchers and experts working on systemic racism, housing disparities, sexual trauma, and related issues

Session Development

Proposed Session: "We Can't Talk About That"

Initial Concept: Addressing hidden histories, policies, and trauma that society often avoids discussing

Refined Focus: Community-level strategies for compassionate action and change

Session Structure:

1 Problem Identification Phase

* Virtual whiteboard for participants to share challenges
* Community discussion to identify top 3 main problems

2 Solution Development Phase

* Small group discussions on solving identified issues
* Use of physical tracing paper or digital tools

3 Framework Creation Phase

* Group presentations of solutions
* Collective development of actionable framework
* Focus on what young advocates can implement without professional credentials

Key Decisions Made

1 Theme Alignment: Session will focus on "The Power of Connection: Fostering Social Support for Youth Well-being"

2 Approach: Mixed methodology including:

* Didactic teaching
* Interactive engagement
* Group problem-solving
* Community building

3 Outcomes:

* Practical, implementable strategies for local communities
* Documentation for potential follow-up after 3-6-9-12 months
* Evidence-based approach for future scaling

Action Items

- Alyna to create Google Doc with session structure and details
- Team to review and provide feedback on document
- Continue developing session in future meetings alongside fundraising efforts

Next Steps

- Document the session plan in detail
- Continue weekly meetings with potential additional session planning time
- Establish community guidelines before the retreat

Notable Insights

- Emphasis on bottom-up community approaches rather than top-down policy implementation
- Focus on empowering young people with practical tools they can use immediately
- Recognition that kindness, mental health first aid, and peer support don't require professional credentials
- Importance of bridging the gap between policy and real community change

5th Committee Meeting| May 29th

Meeting Summary: Venue Selection & Fundraising Strategy

Key Decisions Made

Venue Selection

- Leading Choice: DC venue (Virginia location) preferred by multiple team members
- Rationale: Better maintained facility, more responsive staff, private bathrooms, LGBTQ+ friendly, luxury feel with isolated setting
- Capacity: Can accommodate up to 100 people with larger indoor/outdoor event spaces
- Cost: Both venues (~$2,500 deposit, DC requires full payment sooner)
- Timeline: Decision can be delayed as venues are available; America has many options

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Fundraising Strategy

Primary Approach: Traditional fundraising with professional proposal document

- Target completion: Next week (60-70% complete currently)
- Format: 2-6 page professional PDF
- Distribution: Four key lists (donors, inner circle contacts, invitees, past event contacts)

Secondary Approach: Merchandise fundraising (NEW)

- Revenue Model: T-shirts at $1-2 production cost, selling for $12+ if include US shipping (or $20-50 as donation incentives)
- Partnership Strategy: Profit-sharing with organizations, logo placement for sponsors
- Market Test: Start with simple design, test demand before scaling
- Timeline: Design ready by Monday/Tuesday for market sampling
  - Everyone is welcome to design, just send the design(s) and product type(s) to Joanna

Next Steps & Action Items

Immediate (By Monday)

1 Complete fundraising proposal document (Olu + team comments)

2 Design t-shirt mockup for market testing (everyone, if no one is doing it, Olu/Tay/Joanna will do it)

3 Set up communication channel (collect phone numbers via Joanna)

4 Create target organization list for corporate outreach

Week 1-2

1 Launch market test for merchandise ($20 social media advertising budget)

2 Finalize Youth Move National partnership (Arc to email collaboration ideas)

3 Begin traditional fundraising outreach once proposal is complete

4 Consider social media design competition (3 days - 1 week duration)

Ongoing Research

1 Venue decision (can be delayed, but DC is preferred)

2 Expand merchandise options (hoodies, packages, handbooks) if initial test succeeds

3 Corporate sponsorship outreach using existing connections

Key Partnerships & Resources

- Arc/Youth Move National: Ready to commit money and marketing, large network access
- Joanna: Manufacturing connections in China, e-commerce expertise, logistics handling

- Judah: UN mental health event connections (CGI, Born This Way Foundation)
- Organizations to target: Those hosting UNGA mental health side events

Financial Projections

Merchandise Model:

- Production: $1-2 per shirt (this is only for t-shirt) (1,000+ quantity)
- Shipping from China to U.S.: $1-2 additional
- Break-even: $5+ selling price
- Target: $12+ (including shipping) or $20-50 (donation model)
- Timeline: 1 week manufacturing + 1 week shipping = 1 month delivery

Traditional Fundraising: Target ~$100,000 (to be refined in proposal)

Risk Mitigation

- Testing merchandise market before major investment
- Multiple fundraising streams running concurrently
- Venue flexibility (many options available)
- Pre-order system to gauge demand before production

4th

N/A

3rd

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2nd Committee Meeting| May 8th

Detailed Meeting Summary Date & Time:

- May 4th, 2023 (14:00–14:31 PDT)

Attendees:

- **Olu**
- **Joanna Fang**
- **Arc Telos Saint Amour**
- **Chloe Mshana**
- **Xandro (Sandra) Xu**
- **Alyna (Alina) Lim**

(Ronit was mentioned as part of the team but did not attend.)

1. General Updates & Context

1 Travel & Conferences * Several team members, including Olu and Arc, were attending or had just returned from conferences, leading to limited communication over the previous days. **2 Meeting Scope** * The goal of this meeting was to be brief—delegating tasks, confirming next steps for the retreat planning, and ensuring alignment on upcoming deliverables. **3 Venue & Theme Recap** * The overarching theme of the event focuses on moving “from advocacy to action” around youth mental health. * There will be two sub-themes/tracks: **(a)** Grassroots engagement/community-building in mental health. **(b)** Equitable mental health care for marginalized communities. * Possible venue locations are being narrowed to the greater New York or Washington, D.C. (DMV) areas due to easier international access. A final venue check will happen soon.

2. Attendee List & Invitations

- **Everyone** is tasked with identifying potential attendees who:
  - Work at the grassroots level in mental health advocacy.
  - Demonstrate measurable or clearly evidenced impact.
  - Ideally have not had many chances to attend large conferences or events.
- **Action**: Each team member should add candidate names to the shared Google Sheet (under the “Attendees” tab).
  - **Deadline**: Ideally by Tuesday (before the next team meeting).
  - **Note**: Duplicate suggestions are encouraged—if the same person is suggested more than once, it underlines their importance.
- The team also discussed allowing additional advocates to attend (beyond those fully sponsored) if they can self-fund their travel and stay.

3. Breakout Sessions Structure & Assignments There will be four breakout sessions in total. Two will be planned by the FYP core team, one by potential partners, and one intended for a more fun, community-led approach. The plan so far: **1 Breakout Session #1** * **Assigned to:** Chloe & Xandro * **Focus:** Both sub-tracks (grassroots mental health activism **and** equitable mental health for marginalized communities). * **Task:** * Decide the breakout’s format, content, length, speakers, and activities. * How many hours, panel or workshop format, how interactive, etc. **2 Breakout**

Session #2 * **Assigned to:** Alyna & Ronit * **Focus:** Same two sub-tracks or a variation on them (team has autonomy to refine). * **Task:** * Create a full program design (topics, timing, potential speakers, interactivity, etc.). **3 Breakout Session #3** * **Partner-Led:** Scheduled for external partner organizations or collaborating groups to design and facilitate. **4 Breakout Session #4** * **Community-Led & Fun:** Designed for the invited participants to engage more casually, foster connection, and share creative ideas (e.g., community-building activities, well-being exercises, etc.).

4. Next Steps & Deadlines **1 Chloe & Xandro** * Coordinate on **Breakout Session #1** design. * Aim to have an initial outline by or before next Thursday's meeting. **2 Alyna & Ronit/Judah/…** * Coordinate on **Breakout Session #2** design. * Aim for a draft outline by or before next Thursday's meeting. **3 All Team Members** * Add candidate attendees to the shared Google Sheet (Attendees tab) by Tuesday (or at the latest before next Thursday's meeting). * Include name, affiliation (if any), brief reason for nomination, and whether they would require sponsorship. **4 Venue & Logistics** * Joanna will finalize the venue check within 1–2 weeks. * Once the venue and date are confirmed, the team will move forward with funding, promotion, and formal invitations. **5 Follow-Up Communication** * If you need help with any breakout session designs or have questions, contact Olu, Arc, or Joanna. * The next official team meeting is scheduled for **Thursday** (same time).

To-Do List Overview **1 Add Attendee Suggestions** * **Who:** All team members * **Where:** "Attendees" tab in the shared Google Docs * **When:** By Tuesday (or latest, next Thursday's meeting) **2 Design Breakout Session #1** * **Who:** Chloe & Xandro * **Tasks:** Outline content, speaker(s) if any, format, timing * **When:** Present an initial draft by next Thursday **3 Design Breakout Session #2** * **Who:** Alyna & Ronit * **Tasks:** Outline content, speaker(s) if any, format, timing * **When:** Present an initial draft by next Thursday **4 Venue Confirmation & Final Logistics** * **Who:** Joanna (with team's assistance if needed) * **When:** Within the next 1–2 weeks

1St Committee Meeting| May 1st

1. Attendees & Roles **1 Dr. Oluwaferanmi ("Dr. O") Omitoyin** – Co-General Chair (Calling from Nigeria) **2 Arc Telos Saint Amour ("Tay")** – Co-General Chair (Pronouns: they/them; based in Michigan, USA) **3 Joanna Fang** – Logistics Lead (She/her; based in the USA) **4 Alyna (Alina) Lim** – Programming & Partnerships (She/her; based in Michigan, USA) **5 Chloe** - Programming & Partnerships 6 Absent: Xandro, Ronit

Note: Several additional team members (e.g., Zandro, Chloe(late not in meeting recording or summary), Ronit) were unable to attend due to scheduling conflicts. 2. Purpose of the Meeting

- **Kick-off planning** for the 2025 Youth Mental Health event (with a working date of September 20, 2024, as the in-person conference date—this date is chosen to align with UN General Assembly [UNGA] timing).
- **Finalize or narrow key decisions** around: 1 Event Date 2 Event Theme 3 Preliminary Agenda/Schedulek 4 Potential Location/City 5 Next Steps on Partnerships & Fundraising

3. Key Points Discussed A. Event Date

- **Proposed Date:** Saturday, September 20, 2024
  - Rationale:
    - It is close to the UN General Assembly (UNGA) week (starting around September 23, 2024), which may benefit international attendees interested in broader UN events.
    - Saturday scheduling can accommodate students and working professionals.
    - Attendees can fly in on Friday, attend the conference on Saturday, and still have Sunday to rest or return home.

B. Event Theme & Sub-Themes

- **Final Overarching Theme: 1 “Beyond Awareness: Taking Action for Youth Mental Health”**
- **Sub-Themes (Potential Breakout/Track Focus): 1 Breaking Barriers: Addressing Disparities 2 The Power of Connection: Community & Collaboration**

The group decided to merge the three initially proposed ideas into **one main theme** with **two sub-tracks** (or sub-themes). This allows for diverse breakout sessions that explore:

- Equity, disparities, and systemic barriers in youth mental health.
- Community-building, social connection, and culturally informed approaches.

C. Event Structure & Schedule (Skeleton)

- **Duration:** Full-day event, potentially 8:30/9:00 AM – 6:00 PM.
- **Attendees:** ~30 total participants, including up to 5 international advocates (budget-dependent).
- **Key Segments Proposed: 1 Opening Session & Welcome** (registration around 8:30/9:00 AM) **2 UN Science Summit Plenary** (required minimum of ~2 hours to align with official guidelines). **3 Breakout Sessions (Tracks)**
  - *Track 1:* Focusing on “Breaking Barriers” (disparities, equity).
  - *Track 2:* Focusing on “Power of Connection” (community, grassroots, local activism).
  - Each track might feature up to three working sessions plus an “action-planning” or interactive workshop. **4 Creative/Wellness Activities** – possibly art therapy, music, community-building exercises, cultural exchanges, and other “fun” or interactive sessions (e.g., a short nature walk, karaoke, or mindfulness), ensuring these activities are inclusive and disability-friendly. **5 Data Collection & Feedback** – optional “media interviews” or short on-camera reflections from attendees about expectations, experiences, and key learnings (pre- and post-event). **6 Closing Session** – summary, reflections, next steps.
- **Pre-Event Dinner (Optional):** On Friday evening (September 19, 2024), if the budget allows.
- **Post-Event Sunday (September 21, 2024):** Travel day or optional local excursion.

D. Venue/City Considerations

- **Main Cities Under Review:**

    - **New York City area** (including Governor's Island or nearby retreat centers in upstate NY or NJ).
    - **Washington, DC / Virginia** area.
- **Criteria:**
    - **Accessibility for International Attendees** (flight options, distance from major international airports).
    - **Cost & Availability** around the desired date (September 20, 2024).
    - **Venue Capacity** (rooms for ~30–50 people, breakout spaces, lodging if possible).
    - **Proximity to UNGA** (potential synergy for those also engaging with the UN Science Summit in NYC).
- **Updates on Specific Venues:**
    - **Stony Point Center (NY)**: Not available for September 20, 2024.
    - **Collective Governors Island (NYC)**: Possibly available, but pricing and final capacity details are pending.
    - Other DC-area retreats: Also under exploration.
- **Decision**: The team will compare final price quotes and availability for locations near **NYC** vs. **DC** (with a lean toward NYC for ease of international travel and UN synergy, balanced by potential cost savings near DC).

E. Additional Ideas & Next Steps **1 Profiles of Attendees** – Create short bios and headshots of all participants on the FYP website. Capture short quotes or interviews about participants' work or organizations. **2 Fun & Interactive Activities** – Solicit input from attendees about activities that they find "fun" and inclusive. Possibly schedule parallel sessions (e.g., a walking group, an art group, a music/karaoke group) so that participants can choose a comfortable option. **3 Data Collection** – Use pre- and post-event surveys, short on-camera interviews, or feedback forms to measure outcomes and gather insights for future programming. **4 Fundraising & Partnerships** – The team must finalize city/date/theme in order to develop a strong sponsorship package. Potential routes: * Engaging sororities, student organizations, philanthropic donors. * Reaching out to local and international grantmakers and corporate sponsors. * Crowd-sourced or peer-to-peer fundraising. **5 Speakers for the Science Summit Plenary** – Solicit suggestions for expert speakers, youth leaders, and professionals who can provide robust discussions on research, policy, and practical interventions in youth mental health.

4. Action Items **1 Venue Research (Joanna & Team)** * Compile final availability and pricing from potential venues in New York & DC areas. * Share cost breakdown for group lodging, meeting space, meals, etc. **2 Fundraising & Partnerships (Dr. O, Arc, Alina)** * Draft a partnership/fundraising proposal (once venue & key logistics are clearer). * Identify potential sponsors (foundations, organizations, campus groups). * Outline a target fundraising goal. **3 Programming & Schedule Refinement** * Flesh out the day's detailed schedule, ensuring a balance of working sessions and interactive "wellness/fun" breakout sessions. * Incorporate universal design and trauma-informed approaches (Arc & Alina to review). **4 Attendee Outreach** * Begin drafting a call for participants or invitation letter. * Plan a method (form/survey) to capture each attendee's: * Bio, headshot, and quotes (for website/marketing). * Accessibility needs / preferences for breakout sessions. **5 Next Meeting Scheduling** * Dr. O will send a new Doodle or availability poll to find a recurring time that accommodates more of the team (Zandro, Chloe, Ronit, etc.). * Aim for weekly or bi-weekly meetings initially for momentum.

5. Conclusion

- The **first official planning meeting** established the primary event details:
  - **Theme** (“Beyond Awareness: Taking Action for Youth Mental Health”),
  - **Sub-Tracks** (Breaking Barriers & The Power of Connection),
  - **Tentative Date** (September 20, 2024), and
  - **Location** narrowed to **NYC** or **DC** area (with a strong lean to NYC, subject to final cost & availability checks).
- **Follow-up:** Organizers will update each other via email and Google Docs on venue quotes, partnerships, and next steps. Another meeting will be scheduled soon to finalize decisions on fundraising and speaker outreach.

March 7th

Attendees

- Joanna (Host)
- Dr. O
- Marx
- Judah

Updates and Discussion Points Focus Group Recruitment

- Dr. O has recruited people from various regions of Africa (North, East, West, South, and Central)
- Continuing to reach out to contacts in Europe and Asia (including Hong Kong)
- Recruitment numbers are increasing; Dr. O will finalize the list by Saturday evening
- The team agreed that more diverse responses will capture a wider range of perspectives

Focus Group Structure

- Format: Groups of 4 people per session
- Duration: 1 hour to 1.5 hours maximum per group
- Time allocation:
  - 20 minutes for introduction and settling in
  - 10 minutes per person (2-3 questions each)
- Dr. O will work on a unified email template for all recruits
- Time slots will be created for participants to select convenient times

Document Sharing

- Dr. O advised against sending documents to people who haven't committed yet
- Team will work on modifying the existing interview questions for focus groups

Partnership with UN

- Discussion about partnering with the UN Science Summit
- Potential benefits:
  - Easier visa processes for international advocates
  - Name recognition and prestige
  - Creating connections with UN missions in various countries
- Marx suggested reaching out to country missions now to start the process
- Timeline concerns: Dr. O noted the long visa process (someone who applied in August 2023 just got an interview in March 2024)

Budget Considerations

- Joanna will draft a budget today
- Last year's budget was approximately 20K USD
- Potential budget for this year: 30-50K USD
- Early booking of flights would save money
- Discussion about using outsourced help for execution tasks

Event Format and Timeline

- Event might be tied to UN Science Summit (September 9-26, 2024)
- Last year's event was virtual through the UN platform, but the team held an in-person event in Manhattan
- Uncertainty about whether this year's event will be in-person or virtual

Additional Ideas

- Marx suggested:
  - Visual storytelling components (having participants film local elements)
  - Recognition for participants (badges or website recognition)
  - Potential partnership with citywide networks

Action Items 1 Dr. O to: * Finalize the focus group recruitment list * Work on unified email template for recruits * Research the UN Science Summit * Set up focus groups for Africa, Europe, and Asia 2 Joanna to: * Create a draft budget * Explore venue options if needed 3 Judah to: * Serve as rotating Operation Manager for the month * Help with recruitment efforts in certain African regions 4 All: * Work with accelerated timeline to accommodate UN Science Summit dates * Share relevant documents with team members

Next Meeting

- Judah (and Joanna) will set the agenda as the rotating Operation Manager

9 in total form the aap and

18 total Wait for the response

4th Meeting:

Meeting Summary (Attendees: Joanna, Shufan, Dr. O, Kate, Ronit, Judah, Marx) **Date: Feb 14, 2025**

- Dr.O confirmed two parallel tracking for Events and Focus Group. Focus on organizing the focus groups first; the event committee can be formed in parallel but will not be strictly dependent on completion of the focus groups.
- Identify key mental health challenges across different regions.
  - Plan to conduct focus groups or listening sessions in multiple regions
- Joanna has begun interviewing/collecting data from various advocates and contacts.

TODOs

☐ Ronit and Kate will reach out to more advocates for interviewing

☐ Joanna Reach Out to Aliza, asking her to become the committee member

☐ Judah will keep doing the pilot focus group

☐ Organize pilot focus groups for U.S. grasstops and grassroots (separately) (3 sections in total, 5 people per session)

Meeting between Dr.O and Joanna

Date: Feb 14, 2025 • Event Planning Overview (1.Core Organizing Team Size 2.Potential Roles) • Additional Help & Compensation (1.bring Aliza on board 2.Intern or Low-Cost Admin Support 3.Compensation for Joanna/Key Organizers) • International Participation & Visa Timelines (1. Give international attendees adequate lead time for visa applications 2. Aim to finalize event date/venue details early enough (around April–May) 3. Funding International Travel:If FYP offers fully funded or partly funded travel to participants from low- and middle-income countries, anticipate a large volume of applications (hundreds to thousands). Must establish a clear selection process and be prepared for the administrative workload (application reviews, communication, etc.). • FYP Organizational Structure (Global vs. US-Focused Model. Dr. O emphasizes the need

for a clear organizational structure, especially if they want to expand internationally. He suggests creating a global organization with regional leaders and focus groups) • Focus Groups and Feedback Sessions (U.S. Focus Groups: Plan 3 pilot focus groups (with ~5 participants each) to gather diverse domestic perspectives. International Focus Groups: Separate sessions may be planned for (1) low-/middle-income countries (e.g., parts of Africa, Southeast Asia) and (2) higher-income countries (e.g., Europe, Australia).

TODOs

- **Reach Out to Aliza**
- **Clarify Roles for Ronit & Judah**
- **Select Event Date(s) and Finalize Venue**
- **Draft Program Structure and Identify Speaker/Panel Topics.**
- **Explore Grant Opportunities(Begin researching grants or sponsors (e.g., foundations, corporate sponsors, Bill & Melinda Gates, etc.)**
- **U.S. Focus Groups.(Coordinate ~3 sessions (5 participants each) to gather diverse domestic perspectives.)**
- **International Focus Groups.(Set up at least 2–3 sessions with participants from low-/middle-income countries and high-income countries.)**
- **Market the Event(Begin marketing the event on social media and other platforms to attract participants.)**

Agenda for Tomorrow’s Meeting (Total Duration: 45 Minutes) 1. Big Events / Focus Group Updates (25 minutes) Cue: Dr. O, Judah • US Side: Address the lack of a leader • Discussion on whether a work plan is needed at this stage 2. Focus Group Updates (5 minutes) Cue: Nghia Progress and next steps for the focus group 3. Individual Interviews Updates (5 minutes) Cue: Ronit, Kate Updates on individual interview status and progress 4. Fundraising Updates (5 minutes) Cue: Nghia (Main), Marx • Status and developments in fundraising efforts

Note: Make sure Ronit, Judah and Kate are engaged in the meeting.

3rd Meeting:

Meeting Summary (Attendees: Joanna, Dr. O, Kate, Sahith, Marx) Date: Feb 7, 2025 1. Overall Purpose The group discussed plans for organizing focus groups and/or interviews with mental health advocates. The overarching goals include: • **Identifying pressing mental health issues** (regionally and globally). • **Producing a unifying document** (e.g., a White Paper) or similar output that can attract partners and funders. • **Building a strong advocate community** (both grassroots and “high-level”) to drive forward mental health initiatives. • **Potentially forming a consulting or advisory arm** to address specific mental health needs and sustain funding. **2. Key Discussion Points** 1. **Focus Groups vs. One-on-One Interviews** • **One-on-**

one interviews help collect deep, specific data but can be time-intensive to schedule. • **Focus groups** foster collective brainstorming, community-building, and can generate more visibility and momentum. • There was consensus that a **combination** of surveys, small focus groups, and targeted individual interviews might be most effective. 2. **Local/Regional vs. Broader/International Approach** • **Regional focus** (e.g., within a city, county, state, or country) helps align on specific local challenges and is easier for scheduling (time zones, logistics). • **Cross-cultural or global focus** can bring in a variety of perspectives and highlight universal mental health themes. • Suggestion to run **pilot focus groups** in a few different "scopes" (local, national, international) and compare learnings: • **International pilot** (coordinated by Dr. O) • **U.S.-based or national pilot** • **More grassroots/local pilot** (e.g., specific counties or communities) 3. **Potential White Paper & Signatories** • A **White Paper** signed by influential advocates/organizations could be a powerful deliverable for: • **Fundraising** (showing consensus and broad support). • **Policy influence** (submitting to UN bodies, foundations, or government entities). • Capturing "top 5–10 priority issues" through these focus groups could form the backbone of such a paper. 4. **Survey for Broader Input** • A **survey** can gather data from many advocates quickly and at scale, addressing the sustainability challenge of scheduling numerous focus groups. • Survey responses can help **filter** who is interested in participating in deeper discussions or in co-leading future working groups. 5. **Practical & Logistical Concerns** • **Time zones** and busy schedules: high-level advocates may have limited availability. • **Avoiding duplication**: too many focus groups without a structure or follow-up risks fragmentation. • Need a **clear plan** for how these groups feed into the eventual event, White Paper, or working groups (i.e., "What happens after we collect all this input?"). 6. **Sustainability and Next Steps** • After the pilot focus groups, the team will evaluate: • **Quality of data** and potential for drafting the White Paper. • **Engagement** level of participants (are they committed to ongoing collaboration?). • Longer-term sustainability likely hinges on **funding** and the **value proposition** for participants (e.g., networking, advocacy impact, policy influence, consulting opportunities). **3. Action Items & Next Steps** 1. **Compile Pilot Focus Group Lists** • **Dr. O** will share 5 potential names of advocates or organizational contacts from his region for an **internationally oriented pilot** focus group. • **Sahith** (and Joanna) will identify local/regional contacts (e.g., in Blacksburg or a nearby area) who might participate in a **grassroots-level pilot**. • The team will also consider a **U.S.-wide pilot** focus group with "higher-level" advocates. 2. **Clarify the Focus Group Structure** • Determine **themes/questions** each pilot group will address (e.g., top mental health priorities, biggest barriers, potential collaborations). • Decide how **output** from each pilot (e.g., notes, summary) feeds into the broader White Paper. 3. **Explore a Quick Survey** • Develop a **simple online survey** capturing key mental health issues, experiences, and interest in deeper involvement (focus groups or working groups). 4. **White Paper Outline** • Begin drafting a **skeleton outline** so that focus group feedback can be plugged in systematically (e.g., "Top Priorities," "Recommendations," "Stakeholder Sign-Ons"). 5. **Plan Future Meetings & Coordination** • Joanna to coordinate meeting invites and follow-up with absent members (e.g., Mia) to confirm roles in the **focus group planning** and **White Paper** effort. • Kate to continue exploring **research** approaches (one-on-one interviews, data-gathering methods) alongside the group's focus-group plans. **4. Conclusion** The meeting centered on **how** and **why** to organize focus groups and interviews in a strategic, sustainable way. The main outputs will likely be: • A **White Paper** summarizing consensus priorities (with prominent signatories). • A **potential consulting framework** for funding and ongoing advocacy work. • **Pilot focus groups**

(international, national, grassroots) and complementary surveys to collect broad and inclusive input. The next step is to **identify and invite** a small set of participants for each pilot group, begin scheduling sessions, and draft a preliminary set of questions to guide these discussions.

2nd Meeting:

Meeting Summary Date: February 7, 2025 **Attendees:**

- **Olu**
- **Joanna Fang**

Main Topics Discussed:

1. **Clarification on Max's Update**

- Olu sought clarity about a mention Max made regarding an organization interested in funding or collaborating on climate-related initiatives ("Loss and Damage Youth Coalition").
- Joanna confirmed that, at this point, there is no confirmed financial sponsorship coming from that organization.

2. **Event Planning & Roles**

- Olu and Joanna discussed the **need to identify chairs** for the upcoming event: program chair, impact chair, logistics chair, and possibly a "global" or "international" chair.
- They emphasized **availability and reliability** as key criteria. Past challenges included team members (e.g., Kegan, Jose) who were less responsive or left tasks incomplete.

3 . **Potential Team Members**

- **Aliza** (former program chair) was mentioned as a strong candidate but might require funding/compensation due to time constraints.
- **Isaac** (Harvard Med affiliation) expressed interest in contributing and may be a good fit for a leadership or chair role.
- **Ronit** was mentioned as enthusiastic but more suitable for secondary or support roles.
- **Judah** is well-connected but has been less responsive in communications; uncertainty about his availability.
- **Nghia** has been introduced as the **acting General Chair** (with fundraising expertise) to keep the event on track while searching for a more permanent replacement for Trace.

4. **Global vs. Local Committee Balance**

- The focus remains on recruiting **dedicated** individuals rather than strictly aiming for geographical distribution.

- Joanna will seek **recommendations from Cameron** and also follow up with Trace (when appropriate) for additional connections.
- 5.**Interview Process to Engage the Community**
- A proposal to conduct **interviews with 50–100 youth advocates** (international and U.S.-based) to gather ideas, build momentum, and gauge interest in the event.
- The interviews could also identify more volunteers or potential sub-committee members.
- Joanna noted that she and an additional volunteer researcher are prepared to conduct many of these interviews. Olu offered to join calls that fall within 9 p.m. GMT+1.

6. **Timeline and Next Steps**

- **Joanna** will start sending out interview invitations and scheduling calls **as early as next week**.
- **Olu** will be looped in on evening calls (9 p.m. West African Time) if availability aligns.
- **Cameron and Trace** will be contacted for more chair/member recommendations.
- Olu will connect with **Nghia** soon to finalize how they will collaborate as Nghia steps into the acting General Chair role.

Action Items

1. **Initiate Interviews**

- Joanna will send ~20+ emails next week to youth advocates and partners.
- Olu may join interview sessions scheduled for late evening West African Time (GMT+1).

2. **Confirm Chair Positions & Roles**

- Identify and approach potential candidates for program, impact, and logistics chairs.
- Confirm Aliza’s availability and terms for contributing again.

3. **Outreach for Recommendations**

- Joanna will speak with Cameron to gather more names of reliable international advocates.
- Trace will be contacted (as circumstances permit) for further suggestions.

4. **Coordination with Nghia**

- Olu to arrange a proper introduction and coordinate event-planning next steps with Nghia in his capacity as acting General Chair.

5. **Finalize Fundraising Approach**

- Continue working with Mark on a strategy for stable funding streams.
- Nghia, with his fundraising background, will begin identifying potential donors or grant opportunities.

Next Meeting & Follow-up

- A follow-up meeting will be scheduled (tentatively next week) to review:
- Progress on interviews and new potential volunteers.
- Chair nominations/recommendations from Cameron, Trace, and others.
- Updates from Nghia regarding fundraising direction.

1st General Chairs Meeting:

Date: January 24, 2025 Attendees:

- **Olu**
- **Trace**
- **Joanna** (with references to Marx, Nghia, Aliza, Cameron, Keegan from last year's planning)

1. Overview of Last Year's Event

- **Structure & Roles:**
  - Two General Chairs (José and José/"Marks") overseeing the entire event.
  - Programming Chair (Aliza): designed panels and session topics.
  - Marketing/Impact (Keegan): outreach, promotional efforts.
  - Logistics/Operations (Joanna): venue booking, travel arrangements, general coordination.
- **Funding:**
  - Primary funding (~$20K) came from private/donor sources.
  - Potential aim for $20K–$40K again in 2025, but it's not guaranteed to rely on the same sources.
- **Format & Attendance:**
  - One-day event in NYC with ~50 participants.
  - Focused on speaker panels, conference-style sessions, and ample networking time.

2. Potential Format for 2025 2.1 Retreat-Style Event vs. Traditional Conference

- **Retreat/Community Building Emphasis:**
  - Move away from standard "panel + Q&A" format.
  - Focus on interactive, organic discussions and bonding activities.
  - Possibility of a one-day "core" event (4–6 hours of structured programming + networking), with attendees flying in the previous day and leaving the day after.
- **Why a Retreat?**

- More informal atmosphere fosters genuine connection among young mental health advocates.
- Encourages creativity, collaboration, and deeper discussions without the hierarchy of "expert panels."

2.2 Proposed Activities & Structure

- **Breakout Discussion Circles:**
  - 2–3 thematic rooms per session (e.g., AI & Mental Health, Social Media & Mental Health, Policy/Advocacy).
  - Each room has a moderator with prompt cards to spark discussion (no single "expert" leading).
  - Allows participants to self-select topics of greatest interest.
  - Sessions could be repeated or rotated so participants can join multiple topics.
- **Network & Fun Activities:**
  - Include casual or gamified elements (e.g., "trading cards" with mental-health-related prompts, or "tug of war," icebreakers, etc.).
  - Encourage mixing, so attendees don't cluster in small groups the entire time.
- **Total Programming Time:**
  - ~4–6 hours of active discussion, broken up with coffee breaks, lunch, or bonding segments.

3. Budget & Funding

- **Range:** Targeting $20K–$40K in total.
- **Fundraising Team:**
  - Led by Marx and Nghia, who will be seeking sponsors/donors.
  - **Next Step:** They need a clear concept note and rough format to help guide fundraising efforts (e.g., "Here's our vision: a one-day retreat, 50–70 attendees, themed breakout discussions, documentary coverage, etc.").

4. Logistics & Location Considerations

- **Date & Venue:**
  - Possibility of aligning with UNGA (as in previous years) or hosting completely separately.
  - For a retreat, it may be less convenient to tie directly to UNGA.
  - Immigration/visa complexities for international advocates were flagged as a concern (especially for the U.S. and Canada).
- **Accommodation:**
  - Attendees would likely arrive the day before and depart the day after to allow for at least one "full" retreat day.

5. Media & Documentation

- **Rationale for Documentation:**
  - Helps with future fundraising (proof of impact, outreach).
  - Builds organizational credibility and brand awareness.
  - Preserves insights and experiences for social media, website, potential award submissions, etc.
- **Ideas:**
  - **Mini-Documentary** approach:
    - Hire a videographer/photographer with lived experience in mental health to capture candid moments/interviews.
    - Conduct short interviews with participants about goals, experiences, and lessons learned.
  - **Social Media Engagement**:
    - Live-stream key “fun” or reflective segments on Instagram or TikTok (if applicable).
    - Post real-time updates, photos, and short videos throughout the day.

6. Action Items & Next Steps 1 Further Develop the Retreat Concept (Before Next Meeting) * Flesh out: * Specific discussion themes/topics (e.g., AI, social media, policy, youth leadership, etc.). * Exact schedule structure (timing of breakout rooms, fun activities, meals/breaks). * Potential documentary style (what stories to highlight, interview questions, etc.). * Document these details in a shared planning document. **2 Form an Event Committee** * Identify individuals (FYP staff/volunteers) who will lead: * Logistics/venue (travel, visas, lodging). * Program design/agenda (discussion prompts, session format). * Documentation/media (photography, videography, social media). * Outreach/invitations to participants. **3 Coordinate With Fundraising (Marx & Nghia)** * Provide a concise proposal covering: * **Event Purpose & Format** * **Tentative Budget** * **Expected Number of Participants** * **Potential Impact** (documentary, media coverage) **4 Schedule Next Check-In** * **Proposed Time:** Same weekday/time next week. * Goal: Review updated concept document and finalize initial structure to present to fundraising team.

Additional Considerations

- **Visa & International Attendance:**
  - Begin exploring invitation letters/support documents early.
  - Possibly coordinate around major international gatherings if that helps with visas (e.g., around but not necessarily at UNGA).
- **Virtual Inclusion:**

- Explore hybrid solutions or at least ways to include those who cannot obtain visas or travel (e.g., mailing “disposable cameras” or “prompt cards” to remote advocates to capture their local experiences and featuring them in the documentary).

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