

NOTICE OF PUBLIC MEETING of TUCSON YOUTH DEVELOPMENT

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Tucson Youth Development Board of Directors will hold a **training on using the TYD Board Google Workspace**, open to the public, on:

FRIDAY, APRIL 5TH at 1:00 pm

Location/access: Held virtually via Zoom. To attend either go to zoom.us or call 408-638-0968. To access the meeting, use Meeting ID 612 323 3193.

Attendance assistance and accommodations: If you need assistance or accommodations to attend, please call 520-623-5843.

1. AGENDA

	<i>Topic</i>	<i>Leader</i>	<i>Purpose & Desired Outcome</i>	<i>Estimated Time</i>
1.	Welcome & Roll Call	Julie Kudrna	Open meeting	1 min
2.	Training Purpose & Approach	Julie Kudrna	Information	2 min
3.	Why is TYD using Google Workspace	Julie Kudrna	Information	2 min
4.	TYD Board GMail Usage Procedures	Julie Kudrna	Information & Discussion → Possible recommendations	5 min
	<u>See handout:</u> TYD Board GMail Procedures *Note: The Board agreed to these procedures at a previous meeting. This training will review and discuss these procedures which may result in recommended changes for the entire board to consider.			
5.	Google Drive Structure, Navigation, & Procedures		Training & Discussion → Possible recommendations	30 min
	<u>See handout:</u> TYD Board Google Drive Procedures * Discuss during this training may generate recommended changes to the Board's usage of Google Drive for the entire board to consider.			
6.	Accessing Google Workspace via your mobile device	Julie Kudrna	Technical assistance → Successful device usage	10 min
7.	Implementation Plan	Julie Kudrna	Review next steps for individual board members and the organization	5 min
8.	Questions	All		5 min
9.	Adjourn	Julie Kudrna	Close meeting	

Discussion can occur on any agenda item. No legal action will be taken in this meeting.