ACTIVITY SHEET 3: ELEMENTS OF MEETINGS

LOGISTICS
• Reserve an accessible meeting location.
• Get materials (if needed): chart paper, markers, refreshments, etc.
• Agree upon time and length of time (accessible to majority).
• Give enough advance notice.

THE AGENDA
• Agree upon agenda items.
• Limit to a realistic number of topics/discussions.
  - Approximate the time per topic.
• Define the goals of each item (informational, announcement, decision, etc.)
• Leave room for announcements/new topics.
• Announce the topics in advance.

DECISION-MAKING PROCESS
• Make sure the process is clear and agreed upon.
  - How are decisions made?
  - Who makes what decisions?
• Inform members about the decision process, especially as new people join.

DOCUMENTATION
• Have a note-taker.
  - Record brief summaries of discussions
  - Record clear definition of decisions.
• Store notes where they are accessible to more than one person.
• History: make notes accessible to future membership.

OUTREACH
• Reach out and talk with people.
• Inform people so everyone feels prepared to contribute.
  - Encourage people who don’t talk as much.
  - Don’t lobby (inform, give opinion, but don’t pressure).
• Find out if other topics need to be discussed.
• Do research if a topic is unclear or needs more info.
• Make copies of information for everyone if needed.

FOLLOW UP BETWEEN MEETINGS
• Check-in/update members who weren’t at meetings.
• Do assigned tasks from the meeting.
• Check-in with members who have assigned tasks.

This Activity Sheet was written by staff and student leaders of SOMeCA. The concepts and tips have been developed through application and reflection.