

TEN-MINUTE BUILDING MEETING

SAMPLE AGENDA

1. Explain the reason for the meeting (1 minute).
2. Explain the reason for the activity you will ask them to perform (2 minutes).
3. Explain the task (such as letter to the editor, letter to a legislator, volunteer for phone bank, etc.) (1 minute).
4. Provide time to perform the task (5 minutes).
5. Collect the final product and thank people for their time (1 minute).

HINTS:

- Keep within the 10 minute timeline. Then people will be willing to trust you the NEXT time you ask them to a 10 minute meeting!
- Keep the task very simple and concrete. You will have better luck if you have a sample letter or format available.
- If some people want to stay beyond 10 minutes and ask questions, make it clear to the rest that the meeting is over and they need only stay if they wish.

Planning the 10 Minute Meeting

Time	Agenda	Topic	Rationale
2 minutes:	A. Current Issue (Report)	Brief review of major topic(s) discussed at the Rep. Council Meeting	Keeps members informed about their association. Models your effort to be an accountable representative. Everyone hears the same message at the same time.
5 minutes:	Our hot topic (report and LISTEN. Record members' information or opinions.)	This is a current topic about which they should know and which requires their input.	Their opinions are actively being sought. Members and the Association Rep are assured everyone knows what's going on. Rep's can authentically represent member opinions because they know the opinions.
2 minutes:	Latest development (Report and LISTEN)	What has happened on an important topic since they last heard.	Keeps members updated. Provides an opportunity to re-think earlier ideas and express changes in view of developments. Helps develop next steps.
1 minute:	A success or accomplishment	Report success in an area of interest. Or We are having difficulty with something and we need your help.	Praise. Thank members for their efforts. Encourage them to keep working together. Keep morale up. Level with them and obtain their ideas. Ask them to talk together at lunch, etc. to work on the problem.

Don't forget to remind them to fill in their suggestion or comment section of their agenda and leave it at the door!