



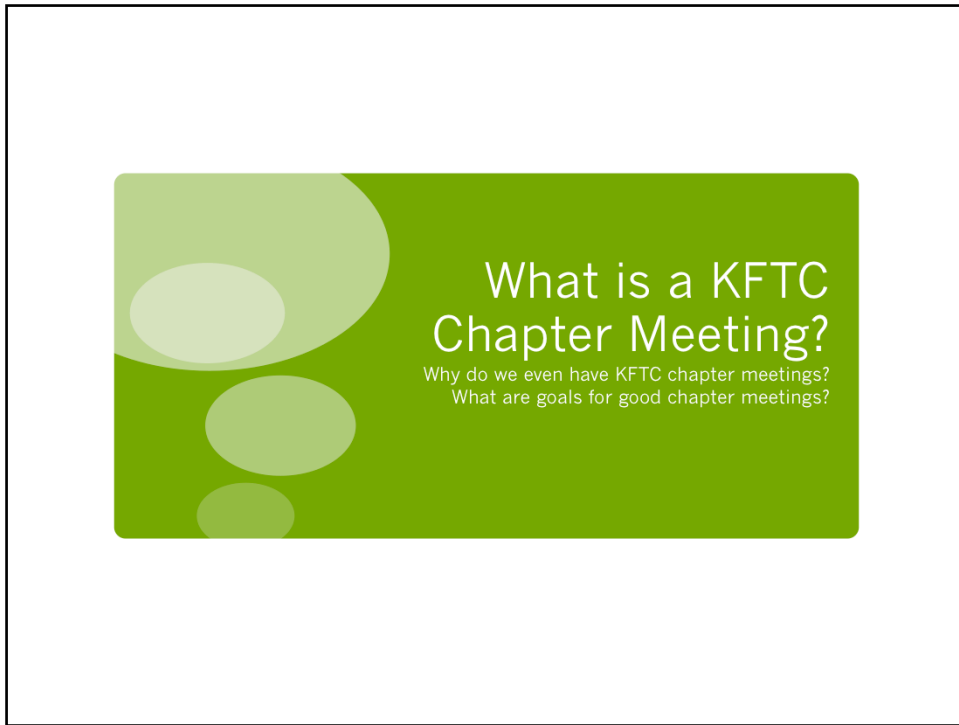
Welcome to the first KFTC chapter building armchair seminar. This is a power point presentation along with notes of a webinar presentation that KFTC led on April 2nd, 2012 about how to run and plan great chapter meetings. If you have any questions about the materials, please contact KFTC staffperson Carissa Lenfert at 859-893-1147 or carissa@kftc.org.

Welcome & Review Agenda



- Welcome & Introductions. (7:30 to 7:40 p.m.)
- Purpose & Goals of KFTC Chapter Meetings. (7:40 to 7:45 p.m.)
- Identify elements of bad chapter meetings. (7:45 p.m. to 7:50 p.m.)
- Elements of good chapter meetings. (7:50 to 8:00 p.m.)
- How to develop a good chapter meeting agenda. (8:00 p.m. to 8:10 p.m.)
- Examples of chapter meeting agenda. (8:10 p.m. to 8:20 p.m.)
- Questions & Discussion (8:20 to 8:30 p.m.)
- Adjourn (8:30 p.m.)

Welcome everyone. Tonight is the first of a new webinar series designed to help give new and existing KFTC leaders in our chapters the tools needed to strengthen our work in chapters. Tonight's webinar will focus on how to plan and run good chapter meetings. We will start out reminding ourselves of why we have chapter meetings, then spend some time identifying obstacles in having good meetings, and then identifying a list of elements of good meetings and spending a bit of time learning how to develop a good chapter meeting agenda. Then we will share some chapter meeting agenda from various KFTC chapters. And then we will have a short bit of time at the end for questions and discussion. If there are more questions than we have time for, I am happy to talk one on one to discuss all of this information more.



So, let's start off with a KFTC chapter meeting is. Why do we have them? What is their purpose within KFTC's work?

Take a moment and make a list to yourself. Then turn to the next slide.

Why have KFTC Chapter Meetings?



Purpose of Chapter Meetings

- For group decision-making.
- For planning events and activities.
- For learning and skill-building.
- For relationship-building.
- And more!



Boyle County KFTC members meeting.

Chapter meetings are a great time as a group to make decisions for the chapter (these can include including leadership, choosing prioritizing to work on, setting dates for events, and more).

They are also great to plan events and activities. A monthly chapter meeting can be used to plan the next chapter fundraiser or educational film screening or other events. You can use the time to coordinate key pieces of the event and assign follow-up to happen outside of the meeting.

They are also great for skill-building and learning opportunities. You could spend a chunk of the chapter meeting learning about one of KFTC's statewide issue campaigns, or event a guest to share about a local issue going on in the community, or learn specific skills like how to hold a voter registration drive or learn more about grassroots organizing 101 or numerous other topics.

And they are also a wonderful way to do more relationship-building with your fellow KFTC members. Time before and after the meeting getting to know people, time on an icebreaker learning more about each other, and learning how to work well with each other throughout the meetings.

And so much more.

What are things that interfere with having good meetings?

Too long? No decision was reached? Many people talking at once? Not enough people talking? Same thing discussed over and over again? Got side-tracked?



KFTC Voter Empowerment Strategy Meeting.



To learn about how to have good chapters, it is helpful to start with thinking about common obstacles that can cause less productive meetings. What do you think of the list on this slide? Can you think of other obstacles or have experience any of these obstacles?

These can be common experiences if not planned for. The good news is, there are some helpful components to planning good meetings that make overcoming these obstacles possible.

Elements of a Good Chapter Meeting:



- Has a clear purpose.
- Has an agenda.
- Has a chairperson.
- Maximizes participation.
- Reaches decisions.
- Gives everyone something to do.
- There is a plan for follow-up.

Other Elements of Good Meetings?



Harlan and Letcher County Chapter Potluck.

Here are some of the elements of a good chapter meeting.

1.) They have a clear purpose. Each chapter meeting has a general purpose (that we talked about earlier – group decision-making, planning, etc.). But what is the more specific purpose of this chapter meeting. What do you want to accomplish that night? Do you want to have a decision on what your next chapter fundraising will be and who will be on a committee for it? Do you want to learn a new skill? Etc.

2.) They have a clear agenda. We will talk more in just a bit about how to put together a good agenda. But every good chapter meeting should have a thoughtful and prepare agenda ahead of time for the meeting. At the meeting, everyone there knows the agenda and ideally has a copy of it in front of them to follow along.

3.) They have a chairperson. This person facilitates discussion at the meeting. Basically, the chairperson acts as a referee by keeping order, starting and ending the meeting on time, giving everyone a chance to speak and not letting some speak too much, keeping things moving, sticking to the agenda, and making people feel comfortable.

4.) They maximize participation. Get as many people as possible to speak (but not at the same time, of course) so everyone has a chance to express opinions and ideas. Creativity might be needed to get the more talkative people to keep quiet for a while so that shy people get to talk. Also, people can do more than just speak—there may be a letter writing session, singing, etc.

5.) They reach decisions: They reach a decision on each discussion item. If a decision cannot be reached by consensus – there is a plan for making a decision – it could be taking a vote or getting a sense of the room. For example, if there is debate over what venue to hold an event at and it sounds like most people want one venue if it doesn't cost too much but some people think the venue is too pricey, the decision could be that the planning committee will research the price and if the more popular costs \$200 or less, than we will hold it there, if they find out it costs more than that, then they will hold it at the cheaper venue. Just be sure something is decided before moving on so it is not brought up again and again. Decisions help give the group a sense of accomplishment—getting done the business everyone set out to do.

6.) Gives everyone something to do: Once a decision has been made what to do, decide who's going to do it and when they will have it done. Spread out the responsibility. Who is in charge of contacting the venues and then getting back to the group with the information? Who is in charge of making sure we get a check to the venue? Ideally, try to have each person leave with at least one thing to do.

7.) There is a plan for follow-up: Make sure someone does FOLLOW-UP so that things that were planned actually get done. This may involve assigning a note-taker at the beginning of the meeting and also the facilitator at the end of the meeting doing a "wrap-up" at the end of the meeting that includes listing again all of the agreed-to next steps so that everyone is clear of the plan before they leave the room. Also, it is nice to think of follow-up that may not be directly related to an agenda item. For example, if there was a first-time attendee at the chapter meeting, can one of the key leaders volunteer to talk to them afterwards to see how they liked it and invite them back?

Does anyone have any questions about these elements? Are there any reflections about these elements?

How to develop a good chapter meeting agenda:



- Talk with other key chapter leaders to get ideas and input ahead of time. Share a draft of agenda ahead of time with those leaders.
- Has a good mix of items that are report-backs and also planning ahead.



Perry County chapter members.

Since so much of the elements of having good chapter can be handled with a good agenda, let's spend a bit of time looking at how to put together a good meeting agenda.

1.) Talk with key leaders: The first step in planning a good chapter meeting agenda is thinking about talking to key leaders to get all different thoughts and ideas to the agenda. In addition to creating a good list of ideas, this is also a great way to involve more people and have more people feel like they are invested in the meeting. Collect all of these different ideas and begin turning them into an agenda – you may not have time to talk about everyone's ideas, but you could prioritize them and put the most important ones on this meeting and put other good ideas into a queue of ideas for future meetings. Also think about timing. What is going on right now in the chapter and what might be coming up soon? For example, if someone thinks we should have a training on How to do voter registration, but the chapter meeting is until after the upcoming voter registration deadline, maybe you make a note to try to do this training in July or August to get ready for the next voter registration drive.

2.) Good mix of items: After you assemble your key agenda items, take a look at them all together and see if you think you have a good balance for this meeting? If the meeting is an hour and a half of people giving report-backs for all of it, think about how you can increase participation from people in the room or how you could do more decision-making or planning from folks in the room?

How to develop a good chapter meeting agenda continued:



- For each agenda item, think about the key questions to answer and any key decisions that need to be made.
- Designates time limits for and which leader leads each agenda item. Good, diverse participation from leaders on agenda items.
- Has introductions/icebreaker at the beginning. Welcomes new people.

Good Chapter Meetings Continued:

3.) Key questions/decision: For each agenda item, think a bit about what you want to get out of it. Is it just an update? Is there a good question for the group to discuss? Or something for the group to evaluate? Put those key questions or items on the agenda under that specific agenda item. For example, if you want to begin planning a chapter fundraising event, maybe the goal for that agenda item is to think about goals for the event, discuss and decided on a date and location, and to take volunteers for a planning committee that goes from there. List those items on the agenda. It will give more focus to the discussion.

4.) Time limits, names: Try to think about how much time should be given to each agenda item and then list that time on the agenda. This will help give everyone a sense of how to stay on track so the meeting ends on time. Also, think ahead of time about who would be the best to lead that agenda item and ask them ahead of time so they can prepare. For example, if you know who usually likes to lead up planning events and is interested in helping plan the next the fundraising event, ask them to lead that agenda item. The more people involved in various pieces of the agenda, the more shared leadership there is and the more engaging the meeting is.

5.) Introductions/Ice-breaker: Allow time at the beginning of each chapter for a short icebreaker and introductions. Sometimes the group may be the same and you all know each other time – but many times not and you never know who may walk through the door because all of our chapter meetings should be open to any KFTC members who wants to attend. The icebreaker could just be a simple question like “What was one good thing that happened to you over the past week.” or “What is one thing you are looking forward to with summer?” The questions should be short and easy to answer so that it can include everyone but could also be a fun way to get to know each other better and make new people feel welcome.

How to develop a good chapter meeting agenda continued:



Central Kentucky Chapter Citizen Lobby Training.

- Designate a facilitator or chairperson for the meeting.
- Discusses next steps and follow-up during the meeting and at least one person is taking notes.

Good chapter meeting agendas continued:

6.) Chairperson: Each good chapter meeting should have one person in charge of moving the agenda along and encouraging participation (we discussed this a bit earlier already).

7.) Discuss next steps and follow-up: These next steps can be discussed at the end of each agenda item. And then can also be re-capped at the end of the chapter meeting so that everyone remember what was agreed to and what they volunteered for and are clear on the plan.

Now we are going to take a look at a couple of examples of chapter meeting agenda. These agenda may not have all of these elements perfectly, but you will be able to notice some of the elements on them. As leaders and organizers, we also strive to do our best and get as close to it as we can.. 😊



KENTUCKIANS FOR THE COMMONWEALTH

30 Years of Action for Justice

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Harlan & Letcher Multi-Chapter Potluck

Tuesday, March 6, 2012

6:00 pm	Welcome, Socialize, Eat!	<i>(20 minutes)</i>
6:20 pm	Skip Dippers Live Performance!	<i>(10-20 mins)</i>
	Report backs/ Updates: -Roy	<i>(30 mins)</i>
	<ul style="list-style-type: none"> • Mountain Witness Tour – Elizabeth • Clean Energy Lobby Day –Tanya/ Carl • 40th Commemoration of Buffalo Creek – Sylvia/ Mimi • Crepes of Wrath –Sharman /Vanessa/Greta? • I Love Mountains Day –Carrie/others? • Lynch Energy Efficiency Project – Stanley/ Roy • SB 135: Rural phone service in KY- Mimi/ Liz • HB 70: Restoration of Voting Rights –Carl/ Tanya 	
	Upcoming Calendar/ Planning: -Ada	<i>(20 mins)</i>
March 8:	Voting Rights Lobby Day (Frankfort)	
March 26:	East KY Reproductive Health Fair (Hazard 10a)	
March 28:	HB 70: Voting Rights Mountain Talk on WMMT, 6p	
March 31:	Steering Committee Meeting (Berea?)	
April 3:	Letcher Co. Chapter Meeting (location?, 6p)	
April 5:	Harlan Co. Chapter Meeting (Cumberland, 6p)	
April 13:	Mtn Witness Tour from Boyle Co. (Lynch-> Pburg)	
April 14:	Growing Appalachia , Floyd Chapter (Prestonburg)	
April 28:	Renew East KY/ Coop Reform Training (TBD)	
Planning:	Meeting with Sen. Smith & Rep. Combs	
	Evaluate Meeting -Elizabeth Adjourn.	<i>(5 mins)</i>

Here is an example from a chapter meeting that Harlan and Letcher County did this past month. They turned their regular chapter meeting into a joint chapter meeting – combining the two small chapters and also turning it into a potluck (food is a great way to bring people out to meetings and make it more social). While it was a potluck, the short agenda was a great way to let folks know that there was still going to be a meeting and to keep people on track!

You will notice that they left time at the beginning to get food and eat and have entertainment and then started the meeting after everyone was seated. They spent about 30 minutes on updates from leaders – they did a great job assigning various updates to key leaders. Then they spend about 20 minutes on planning events and attendance at upcoming meetings. It looks like a great mix of report back and also looking ahead and planning. While there looks to be a lot on the agenda, if all of the key leaders were aware of this and were reminded to keep updates short, they could keep on track. But it does take discipline to try to talk about so much in a short period of time.

Any questions about this agenda?



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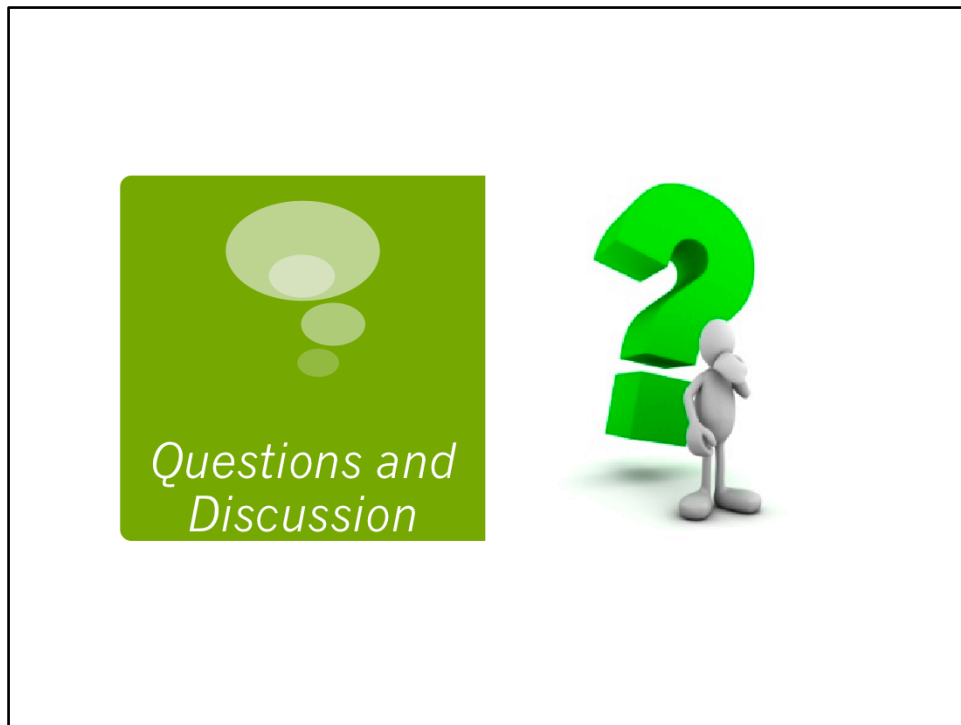


Madison Co. KFTC Chapter Meeting
January 23rd, 2012
7:00 to 8:30 p.m.

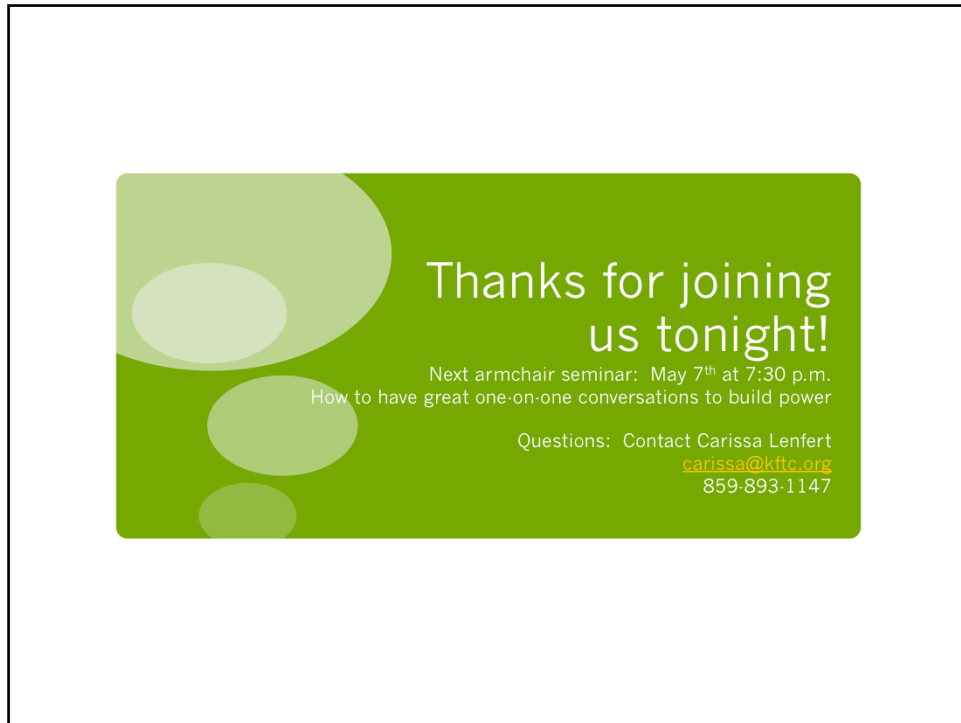
- 1.) Welcome/Introductions (Carey Henson, 7:00 to 7:10 p.m.)
- 2.) Berea Loves Mountains planning (Megan Naseman, 7:10 to 7:40 p.m.)
 - Updates on any plans already in the works?
 - What other events could we plan?
 - Discussion and planning.
 - Next Steps.
- 3.) Bereans For Fairness Update and Discussion (Ethan Hamblin, 7:40 p.m. to 7:55 p.m.)
 - Berea Human Rights Commission welcome reception this Thursday.
 - Other updates.
 - Brainstorm ways for KFTC to be more involved? Helping to speak up at City Council?
- 4.) Local Economic Development Update (Steve Boyce, 7:55 to 8:10 p.m.)
 - Updates and Discussion
- 5.) State Legislative Update (Carissa Lenfert, 8:10 to 8:25 p.m.)
 - Key Legislation:
 - HB 127: Tax Reform
 - HD 167: Clean Energy
 - HB 70: Voting Rights
 - HB 231: Stream-Saver bill
 - Redistricting Maps
 - Farmer currently represents 88
 - Ford represents 90 and has said he plans to run for Senate so it is an open House seat now.
 - Rita Smart represents 91
 - Edmonds represents 91
 - Lobby Days:
 - I Love Mountains day, February 14th
 - Clean Energy lobby day, February 28th
 - Local Citizen Lobby Training January 31st at 6:30 p.m.
- 6.) Wrap-up and Adjourn (Carey Henson, 8:25 to 8:30 p.m.)

Here is an agenda from a Madison Co chapter meeting in January. This chapter spent 10 minutes on a icebreaker and then spent a good chunk of time (30 minutes) planning an issue and fundraising event around I Love Mountains day work for the week. They then broke the rest of the meeting into updates and discussion about two local issues the chapter has right now (economic development and fairness) and got to discuss the state legislative session work and how the chapter wanted to engage and how they felt about the impact of redistricting on Madison County. They then left a few minutes for a wrap-up.

Any questions about this agenda?



Any questions? Please contact KFTC staffperson Carissa Lenfert at 859-893-1147 or carissa@kftc.org.



Thanks for joining me tonight on the first chapter building armchair seminar. I hope you found it helpful. If you have any questions about any of this or want to discuss it further, don't hesitate to contact me. The next armchair seminar is scheduled for May 7th at 7:30 p.m. and will focus on having one-on-one conversations to build power.