

Time	Agenda Category	Topic	Rationale
2 mins. (1,2)	Current Issue Update	Brief review of major topics discussed at the AR Meeting.	We're keeping members informed. We try to reduce the backroom attitude so often prevalent during negotiations. Keeping members informed is not a matter of how much they are told. Rather, it's a matter of feeling that leaders are working to inform them. Personal contact prevents rumors from "hurting" staff morale or Association credibility.
4 mins. (3,4,5,6)	Our Hot Issue	Here is a current issue. We need your ideas before we go to the next AR Meeting.	This reinforces in members' minds that their opinions are actively sought and presented at AR Meetings.
3 mins. (7,8,9)	What's on your mind?	A review of a current issue that concerns members in their building.	This may be the most important issue to come up at the AR Meeting. Members need to feel that the Association is conscientious of their needs. Often just talking about a problem gives considerable relief.
1 min. (10)	A Success or Problem Story	We're having some success in this area, or we're optimistic in this area thanks to YOUR efforts. Keep up the good work. -OR-We are having a problem in this area. We need your help in dealing with this.	Praise. Encourage. Nourish the members. Develop a spirit of optimism. An "all is lost" attitude culminates in "I give up." Low morale kills support for the Association goals, especially during a prolonged impasse or crisis. Personal contact builds confidence. -OR-Level with your team. Obtain their creative ideas in approaching the problem. Ask them to think of solutions between now and the next Ten Minute Meeting.

### **“Ten Minute Meeting”**

**“Times Up!” We told you we could do it in 10 minutes. Don't forget to leave your questions or suggestions at the door.”**

## Try a 10 Minute Meeting With Your Faculty!

Association Representatives who hold regular building meetings, especially in difficult times, have the best shot at strengthening their membership rapport.

“But they won’t stay for a building meeting,” you complain. “They say they are too busy.” Try promising a ten minute meeting—timed by the clock. You have to rule with an “iron fist” and few words, but you can do it. ENGAGE A TIMER.

Of course, it is easier for ARs to come to AR Meetings each month merely “sensing” the opinions of members, but has anything been done to build members’ consensus? Ask members their opinions on Association matters. Let them have a voice and the feeling that their opinions count in the decision-making process.

Notes on the sample agenda that members still have the opportunity to “let off steam” through their comments or suggestions at the bottom. The AR can then talk on an individual basis to those who have written down their concerns.

Make association meetings snappy and business-like. Try a “Ten Minute Meeting.”

### Sample Agenda

“Ten Minute Meeting” Any School September

- 1 What was discussed at the AR Meeting? (2 minutes)
  - 2 We need your opinions on \_\_\_\_\_. Your opinions will be shared at the next AR Meeting. (4 minutes)
  - 3 Latest development on the issue of \_\_\_\_\_. (3 minutes)
  - 4 An Association victory we should be proud of is \_\_\_\_\_. (1 minute)
- “TIMES UP!” I told we could do it in 10 minutes. Don’t forget to leave your questions or suggestions as the door.

Questions & Suggestions: