



10-MINUTE MEETING

Association representatives who hold regular building meetings have the best shot at strengthening membership support.

“But they won’t stay for a building meeting,” you complain. “They say they’re too busy.”

Try promising a 10-minute building meeting – timed by the clock. You have to rule with an “iron hand” and few words, but you can do it.

Below is a sample mailbox announcement of the 10-minute meeting and a sample agenda to distribute at the start of each one.

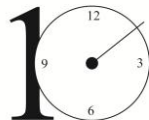
Note on the sample agenda that members still have the opportunity to give feedback through the tear-off on the bottom. The association rep can then speak individually to those who write down their ideas or concerns.

Make association meetings quick and engaging. Try the 10-minute meeting!

SAMPLE ANNOUNCEMENT*

10-MINUTE ASSOCIATION MEETING WEDNESDAY, September 8

(10 minutes! You don’t believe it?
Then bring along your stop watch.)



Your Association needs your ideas!
We’re trying to keep you informed!

Remember, only 10 minutes!

We begin at time sharp.

We meet at place .

We end at time sharp.

Honest, it really is a 10-minute meeting on Wednesday!

SAMPLE AGENDA*

Association Meeting Agenda

- A. Important issues discussed at Executive Council meeting. Focus only on the most relevant information. Then, briefly identify other important issues and let members know you are willing to discuss them after the meeting (2-3 minutes).
- B. Why the issue(s) is important and/or of concern. (2-3 minutes).
- C. Emphasize member involvement. Seek their input regarding the presented information, ask for volunteers, identify issues of concern. What can each of us do to help us win (3 minutes).
- D. An association victory you should be proud of. (1 minute)

Don’t forget to leave your questions and suggestions at the door.

Name _____



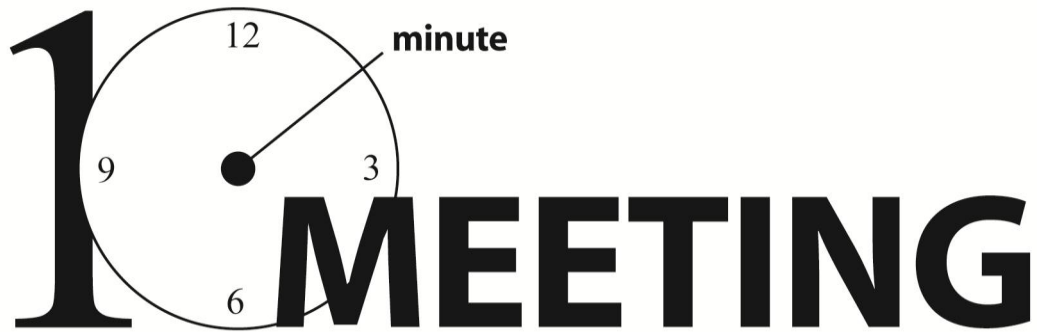
10 minute

PLANNING YOUR

MEETING

FOR HDTA SITE MTG 2014-2015

<i>Time</i>	<i>Agenda Category</i>	<i>Topic</i>	<i>Rationale</i>
2 minutes: (minutes 1 – 2)	A. Intro		
2 minutes: (minutes 2-4)	B. Overview- other issues		
2 minutes (minutes 4-6)	C: Our Hot Issues		
3 minutes (minutes 6-9)	D: What is needed		
1 minute: (minute 10)	E: A Success Story		



ASSOCIATION MEETING

DATE: _____

**our Association needs your ideas!
We're trying to keep you informed!**

Remember, only 10 minutes!

We begin at (time)_____ sharp

We meet at (place)_____

We end at (time)_____ sharp

Honest, it really is a 10-minute meeting on

_____.

10 MEETING

FOR HDTA SITE MTG 2014-2015

Agenda

- A.
- B.
- C.
- D.

Don't forget to leave your questions and suggestions at the door!

Name: _____

10 MEETING

FOR HDTA SITE MTGs 2014-2015

School: _____ Rep holding meeting: _____

Yes, we had a 10-minute meeting this month
Date of meeting: _____

No, we did not hold a 10-minute meeting this month

Please report any issues which emerged regarding agenda topics:

Please report any new issues or concerns discussed.

Please return this completed form to Jayme Allsman (PL) by district mail immediately following your meeting.