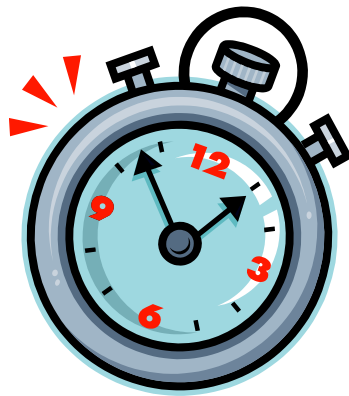


10 Minute Meeting



Any Town Education Association
Month, Day, Year

TRY TEN MINUTE WORK LOCATION MEETINGS

Building Representatives who hold regular building meetings have the best shot toward strengthening membership rapport, especially in difficult times.

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

Try promising them a 10-minute building meeting timed by the clock. See the guide for planning such a meeting on the following pages. Look over the rationales for each part of the 10-minute meeting and a sample agenda to be distributed at the start of the meeting.

Why is the building meeting so important? Often it seems expedient for the Building Representative to skip it and vote in meetings without having gained input from members or by merely “sensing” the opinions of members. But regardless of how well Reps read members’ minds, to neglect to ask for member input robs them of the knowledge that they have a voice in the union and the feeling that their opinions count in the decision-making process.

Most of us consider snappy, business-like Association meetings a rarity. Try a 10-minute meeting; note on the sample agenda attached that members still have the opportunity to let off steam through the rip-off on the bottom. The Building Representative may thus speak later, on an individual basis, to those who write down their concerns on the rip-offs collected at the door.

PLANNING THE 10-MINUTE BUILDING MEETING

| MINUTES | Topic | Rationale |
|------------------|--|--|
| 2 Minutes | Brief overview of major topics discussed at last month's Association meeting. | We're keeping members informed. We try to reduce the hush-hush attitude so often prevalent in union business. Keeping members informed is not a matter of how much they are told. Rather, it is a matter of their realizing that leaders are working hard to keep them informed. |
| 4 Minutes | Present and explore a new issue. We need your input before we go to the next Executive Board meeting. | The mere process of getting members' input reinforces in the members' mind that his/her opinion is actively sought and subsequently presented to the voting body. The Building Representative who neglects this step is asking for mistrust and hostility from members. |
| 3 Minutes | A 3 minute review of a current issue or problem. Could be a building issue or a District-wide item. | Often just talking about a problem gives considerable relief. Reviewing issues keeps information flowing and demonstrates a commitment to items raised by members. |
| 1 Minute | End on a positive note. Outline how member involvement has influenced the union's action or a decision by the District. Or simply congratulate a member on a recent achievement. | We must constantly provide our members with the context in which the Association operates. We must remind them where we started on an issue and where we are today. While the issue may not be resolved, point out how far the item has come since it was first mentioned. |

SAMPLE AGENDA

ANY TOWN EDUCATION ASSOCIATION

10 MINUTE MEETING

Any Town School - Gymnasium

MONTH, DAY, YEAR

- What was discussed at the last Any Town Education Association meeting (2 minutes)
- We need your input (on _____). Your views will be presented at the next Executive Board meeting. (4 minutes)
- Latest developments on the problem of _____. (3 minutes)
- Something that should make you proud! (1 minute)

Time's up! We told you that we could do it in 10 minutes! Don't forget to leave your questions and suggestions at the door.

ASK A QUESTION. MAKE A SUGGESTION. Tear off this portion of the agenda and leave it at the door.

Name: _____

Question or Suggestion: _____

**10-MINUTE
Any Town Education Association
BUILDING MEETING
Monday, Month, Day, Year**

Any Town EA is negotiating our contract this year.
Any Town EA is determined to keep you informed.
Any Town leaders need **YOUR** input.

Remember – only *10 minutes!*

**We start in the library at 3:15 SHARP!
We wind up the meeting at 3:25 SHARP!**

Honestly, it really is a *10-minute* meeting.

If you doubt us, come on Monday and time us!

