

## THE TEN MINUTE SITE MEETING

Association representatives who hold regular site meetings have the best shot at strengthening membership rapport.

Of course, it's easier for the Association representative to vote in the Rep Council by merely sensing the opinions of members, but have you really done anything to build member consensus and support?

Ask members their opinions on Association matters. Do one-on-ones with leaders prior to the meeting. Let them have a voice and the feeling that their opinions count in the decision making process.

Note on the sample agenda that members still have the opportunity to vent through the tear-off on the bottom. The Association representative can then talk on an individual basis to those who write down their concerns.

"But they won't stay for another meeting", you complained. They say that "They are too busy." **Try the 10-minute meeting** – timed by the clock. You have to rule with an iron hand and use few words, but it can be done successfully if the groundwork has been done before the meeting.

Included, is a sample mailbox announcement of the 10-minute meeting and a sample agenda to distribute at the start of the meeting. A guide for planning such a meeting is also included below.

Make Association meetings snappy and businesslike. **Try the 10-minute meeting.**

# THE TEN-MINUTE ASSOCIATION MEETING

## SAMPLE ANNOUNCEMENT

### 10-Minute Site Meeting

(10-minutes. You don't believe it? Bring your stopwatch.)

We're into heavy negotiations. The resulting agreement will be your contract. The Association is determined to keep you informed. Your Association leaders need your ideas, input, and approval.

**Remember—only 10 minutes!**

We begin at 3:45 p.m. sharp in the employee lounge.

We will conclude at 3:55 p.m. sharp.

Honest, it really is a 10-minute meeting on Tuesday.

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#### Sample Agenda XYZ Site Meeting

- A. What was discussed at Rep. Council (or Exec. Board) at its last meeting (2 minutes)
- B. Your opinion is needed on proposed changes in Employee Benefits. Your views will be presented at the next Rep. Council (or Exec. Board) meeting. (4 minutes)
- C. Update on latest developments regarding inclement weather procedures. (3 minutes)
- D. An Association achievement we can cheer about. (1 minute)

Time's up. We told you we could do it in ten minutes! Don't forget to leave your questions and suggestions at the door. (Use the space below if you wish)

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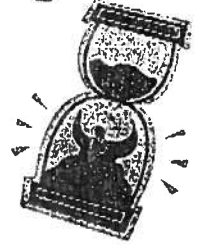
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Name:

Phone Number:



# Planning the Ten-Minute Meeting



**Post Agenda ahead of time, if at all possible.**

**A. Agenda Category: Current Issue—Time: 2 Minutes**

**Topic:** Brief overview of major topics discussed at the last Representative Council meeting.

**Rationale:** Keep members informed. Keep members informed is not a matter of how much they are told, but rather of their feeling that leaders are regularly informing them. The "straight story" from the Representative will assist in the prevention of rumors being spread.

**B. Agenda Category: A Hot Issue—Time: 4 Minutes**

**Topic:** A current issue on which the Representative needs to seek member input and consensus before attending the next Council meeting.

**Rationale:** Reinforcement in the members minds that their opinions are actively sought and presented to the elected governing bodies of the Association.

**C. Agenda Category: What's on Your Mind—Time: 3 Minutes**

**Topic:** A review or an update of a current issue that concerns members at the site.

**Rationale:** Members need to be kept informed. They also need to feel that the Association is conscious of their needs. Often just talking about a common problem gives considerable relief.

**D. Agenda Category: A Success Story—Time: 1 Minute**

**Topic** A recent achievement, either at the site level, the local level, or state or national level. Thanks to member who supported the work in this area.

**Rationale:** Nourishment and praise for the members. This will develop a sense of organizational pride, encourages optimism.

# A HYPOTHETICAL 10-MINUTE MEETING

MINUTES	TOPIC	RATIONALE
2 Minutes (Minutes 1-2)	Brief overview of major Topics discussed at last Association meeting.	We're keeping members informed. Keeping members informed is not a matter of how much they are told, but rather a feeling that leaders are working hard to keep the members up to date.
4 Minutes (Minutes 3-6)	Here is a current issue. We need your consensus before we go the next Association meeting where we will submit your collect views.	The mere process of getting member's consensus reinforces in the members mind that their opinion is actively sought and presented to the voting body. If you neglect this step, you may have mistrust and hostility from your members.
3 Minutes (Minutes 7-9)	A 3-minutes review of a current issue that is close to the heart and soul and guts of members in this building.	This may not be the burning issue that came up at the Association/Rep Assembly meeting, but the members need to feel that the Association is conscious of their needs The individual member needs to have time spent on a topic that is important to him/her.
1 Minute (Minute 10)	We're having some success in this area, or we're optimistic in this area, due to your efforts. Keep up the good work!	Praise, encourage, and nourish the members toward developing a spirit of optimism. An "all is lost" attitude will eventually kill support for the Association's goals—especially during negotiations.

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

## 10—Minute Association Meeting Agenda

*Agenda ahead of time, if at all possible.*

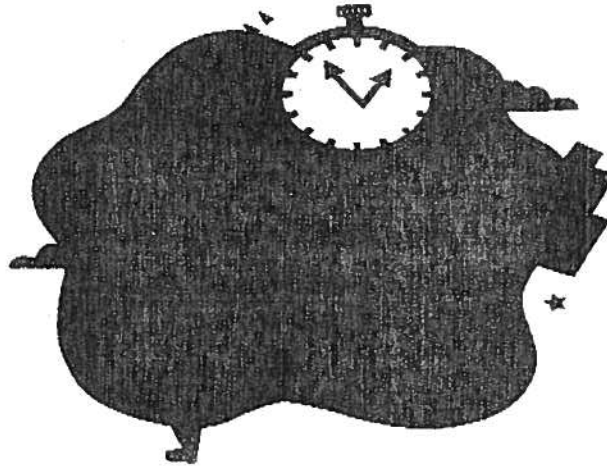
A. Agenda Category: Current Issue—Time: 2 Minutes

Topic: \_\_\_\_\_

Rationale: \_\_\_\_\_

# **10—Minute Association Meeting September 17, 2008**

(10 Minutes! You don't believe it can be done?  
Then bring along your stopwatch.)



**Association leaders need your input!  
Help us keep you informed.**

***Remember, only 10 minutes of your time.***

We will begin at \_\_\_\_\_ sharp.

We will meet in the \_\_\_\_\_.

We will end the meeting at \_\_\_\_\_ sharp.

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

