

## Educational Session Notes

### Effective Club Meetings

Training Leader—Karen Cook

8:00 AM

Describe a successful meeting:

- Engage participants
- Informative
- Timely
- Enjoyable
- Interesting
- Organized
- Good food
- Welcoming to guests
- Lucrative
- Respectful
- Inclusive
- Fun!

Atmosphere – How does your club feel?

- Morning energy
- Welcoming

Who is responsible for the atmosphere?

- Everyone
- President
- Concerns with rigid traditions

Responsibilities of the President

- Set the tone
- Welcome guests
- Get club on board

Responsibilities of Club

- Prepare your guests
- Involve club admin committee
- Good Sgt. At Arms
- Large clubs need a setup committee
- Others are involved at meeting – Secretary, Treasurer

How to make changes to meetings

- First – discuss with board
- Club assembly
- Element of surprise
- Proposals
- Trials

Describe fun at meetings (workshop participants were asked what they personally thought was fun)

- Conversation / chatter
- Laughing
- Singing
- Happy bucks
- Personal stories
- Funny fine master
- Hugs & Heckles

(they were also asked about fun from their member's perspectives)

- Recognition
- Good programs
- Some members are shy

How will you add fun to your meetings?

- 5 minutes to interact (social time)
  - early time for chatter
- Classification talks
- Youth Exchange Student's bucket list – club helps accomplish it
- Happy bucks
- Fine sessions (fines are not always fun)
- "Kunkle Award" (faux pax award worn around the neck – heavy medallion on chain)
- Joint club meetings
- "Fun Committee"
- Socials
- Theme parties
- April Fool's Day pranks
- Swapping presidents
- Allow time for jokes (appropriate)
- Raffle – marble game – 50/50 – draw a card from a deck
- Large club limits time for classification talks by asking a set of questions
- Screen scroll of member bios

Why are programs important?

- Brings members to the meeting
- Educated members about community issues and events
- Advance notice of speakers so you can invite guests

How do you ensure quality programs?

- Program person or committee
- PE nominee is chair in larger club – frees up the PE
- Can also be a shared responsibility

Most successful programs

- Field trips
- Shelter Box demo
- Auction, volunteer dinner (special event)
- College debate team
- Children / youth
- Exchange group (foreign visitors)

Parking lot items that we did not have time to revisit

- Agenda flexibility
- Speaker gifts

**9:45 AM**

What makes a successful meeting?

- Uplifting
- Timely
- Fun
- Good speakers
- Pertinent
- Quality/cost of food
- Fellowship

Atmosphere – Club member responsibilities:

- Greeter
- \$
- President's greeting
- Speaker introduction
- Song leader
- PP in room to help

How to share expectations:

- Repetition
- Orientation for new members
- Pass out agenda

How to shake it up (make changes):

- Carefully
- Get a few to buy-in
- Talk to the board
- Have a board member start a new thing instead of the president

How do you manage a meeting?

- Start on time
- Agenda/flow
- Give speakers the time expectation

What is fun at a meeting?

- Happy bucks
- Whole club involved
- Fellowship
- Laughter
- 5<sup>th</sup> Wednesday – no regular meeting – social only
- eClub go-to-meeting social
- Biographies (member) Who am I?
- 50/50
- Marble game
- Hugging club
- Rotary moment
- Member confession
- Local member publicity \$
- Recognition

Top 2 fun ideas from group discussion

- Pertinent trivia – speaker topic – member info
- Yahtzee format pot (dice)
- Assign a “bring” item – media or trivia
- Pay for speaking time – hold the Duck
- Honoring birthdays

Why are programs important?

- Engagement
- Opportunities for ideas on service projects
- Learn from speaker – community engagement
- New member opportunities – invite guest who would be interested in program topic and invite speaker back as a guest
- Politics – maybe skip? Or provide balance

Favorite programs

- Local or regional industry
- Professor talk on Teddy Roosevelt (professional presentation)
- Youth Exchange student shares impact of Rotary program
- eClub uses TED Talks
- Winners of 3<sup>rd</sup> grade essay contest – invite all related – parents, siblings, grandparents, teachers, principal. Gift cards as prizes.

Needed for a successful program

- Good A/V
- Enough time – President must do
- How to close a program that is running long
  - Cues on remaining time
  - Body language (stand up)
  - Warn speaker some members may leave
  - Invite speaker to stay after meeting for questions
  - Invite speaker back for follow up program

Parking lot items that we did not have time to revisit

- Proper fining

**Training Leader—Tim Mobley**

**8:00 AM**

**9:45 AM**

**Training Leader—Bryan Zak**

**9:45 AM**

What defines an effective club meeting?

- Staying on task – start, end on time – make sure speaker has enough time.
- Welcoming atmosphere – (e.g. Have greeters, President be at the door)
- Interesting program
- Capture the energy and skills of the club members
- Good AV – have more than one person who can run it and test it before the meeting. Good sound is particularly essential.
- If people stick around after the meeting and continue the “buzz”, you know you have had an effective meeting. Allow people to engage after the meeting.
- Inform people of upcoming activities and events at each meeting
- Have a structure (agenda) to follow each meeting.
- Have Rotary banner or other Rotary signs.
- Fellowship is critical. Consider a structure that allows more fellowship. E.g. after the opening, have some time for fellowship, then run the rest of the meeting.
- Always be considerate of guests – explain how things work.
- Allow “experienced” members the chance to reintroduce themselves – e.g. “reclassification talk” or “what I have learned so far”...

What responsibilities do your club members have in helping you conduct effective meetings?

- Control the microphone so a “moment of inspiration” doesn’t become “an hour of power”.
  - Charge per minute for “happy bucks”.
  - Limit the number (or time) for happy bucks.
  - Limit to 20 (or \_\_\_\_ ) words.
  - Do not hand them the microphone – hold it for them so you can withdraw it.
  - Talk to people privately so they are counseled to limit their words. “Praise in public, correct in private”.
  - Explain “why” their time needs to be limited.
  - Engage other members as “unofficial enforcers” in a fun way.
- Fining should be fun – so be careful not to offend.

When is it appropriate to share club expectations with the general membership?

- Before you introduce your club expectations and goals, be sure to thank the prior leadership.
- Make the club assembly fun and entertaining.

Other:

- Know the people in your club and their leadership style if possible so you can be more effective as their leader.
- Don’t be too critical of yourself. Enjoy yourself. Show your own humor.

What are some ideas for a FUN Rotary meeting?

- Have a game time – 1 or 2 times a month – games last 5 minutes total.

- Have a “minister of fun” who organizes fun things to do at meetings.
- The fining master will have a question for the table to answer. If they can’t answer it as a group in 30 seconds, they have to pay. Like Trivial Pursuit.
- In 2 minutes share your “bucket list” to the table, then have one person from each table share the most notable item to the whole club.
- Have members pull out their cell phones at the meeting, take photos, and post immediately to FaceBook.

Getting people to move around.

- Hand out playing cards when members arrive – they have to find the matching card and sit with that person.
- Require board members to sit at a different table every time.

What are some programs that have been successful at YOUR club?

- Every December we do a cookie exchange and ugly sweater contest
- Youth exchange – give the students a program to tell about their country and experience.
- Hold some meetings off-site. (e.g. at the sewage center)
- Follow the theme months – e.g. for literacy have a poetry slam or a “Are you smarter than a 5<sup>th</sup> grader” contest to learn about curriculum

What are some new programs you can bring back to your club?

- Lunch with the Interact club and have a program the Interact club plans
- Veterans day program – have vets from our club speak, and mother of a current military member, and spouse of a military member – what it means to them.
- Thursday before Valentines Day “Dr. Love” shows up for fun and crazy day. (you never know who Dr. Love will be each year.)
- Have a back-up program in case speaker doesn’t show up.