



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.**

CALIFORNIA
TEACHERS
ASSOCIATION



Planning the 10-Minute Worksite Meeting

The objective of the 10-Minute meeting is to:

- ◆ Encourage two-way communications between the Association/Union and its members.
- ◆ Seek involvement in the Association's/Union's programs and decision-making.
- ◆ Share and celebrate Association/Union successes/victories.

A 10-Minute meeting might look like this:

- 0-3 minutes: Report what the Association/Union is doing. Focus on only the most relevant information. Then, briefly identify other important issues and let members know you are willing to discuss these after the meeting, if they so desire.
- 3-9 minutes: Emphasize member involvement. Seek their input regarding the presented information, ask for volunteers to meet Association/Union program needs, and/or identify other issues/problems of concern to them.
- 9-10 minutes: Share something positive with your members—an Association/Union success or victory.

Keys to success:

1. Explain/review the purpose and objectives of the 10-minute meeting.
2. Explain that the meeting will never be more than 10-minutes long.
3. Let members know that you will be available after the meeting to continue a discussion or hear additional input; reinforce that you won't violate your 10-minute meeting contract.
4. Let members know that if they want to schedule another meeting to discuss issues and concerns in more depth, you are willing to do that.
5. If necessary, develop group norms around member participation during the 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.

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 10- minutes! Don't forget to leave your questions and suggestions at the door. (Use the space below if you wish)

Name: _____

Phone Number: _____

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-minute 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 (Minutes 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.**