



Fun and Engaging Meetings

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I. Meeting Keys

A. The Problem with Meetings

1. Meetings are _____ or _____.
2. Make the meeting _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting.
4. Have _____ to give the attendees a chance to meet other people.
5. Call the meeting to order on _____!
 - a. Have _____ playing.
 - b. _____ the meeting and post it so members can access it later if they could not attend live.
 - c. Lead a group _____ such as the Pledge of Allegiance.
 - d. Recite club or organization _____.
 - e. Have an invocation, humorous story, thought of the day, or this day in _____.
 - f. Offer member _____ in the form of the "membership minute".
 - g. Give members an _____ to talk about what is going on with them, _____ concerns, and _____ how they feel.
 - h. _____ report on their activities and items of interest.

- i. Introduce special _____.
- j. Have the greeter introduce other guests and meeting _____.
- k. _____ report on their area of responsibility and upcoming activities.
- l. Recognize _____, big accomplishments, milestones.
- m. End the meeting on _____!

B. Virtual Tips and Tricks

- 1. Check all the _____ before you start:
 - a. Run an _____ check – is there an echo? [Up arrow next to mute/unmute microphone]
 - b. If using a _____, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
 - c. Use an _____ cable for better internet connection.
- 2. Provide an emergency contact _____ for people to call if they cannot access the meeting. [Many platforms provide a call-in number]
- 3. _____ the session so members who could not attend live can watch it later – even after you go back to in-person meetings.
- 4. Suggest everyone keep their _____ on for accountability and personal connection.
- 5. Use the tools:
 - a. Fun with _____
 - b. Encourage different _____
 - c. Participant icons:
 - i. Use for _____ (yes/no)
 - ii. Meeting _____ (go slower/faster)
 - iii. Need a break? _____ (Click “more”)

- d. Engagement through:
 - i. _____
 - ii. _____
 - iii. Responding in the _____
 - iv. _____ to tell a story using “screen share”

II. Running Meetings | Basic Agenda

- A. **Call to** _____ – Start of the meeting
- B. _____ – The number that must be present to hold a meeting
- C. **Reading of the** _____ – Record of the previous meeting
- D. _____ **Reports** – Officers report on their activities, concerns, needs, etc.
- E. _____ **Reports** – Committees report on their activities, concerns, needs, etc.
- F. _____ **Business** – Items left over from previous meetings
- G. _____ **Business** – New items for consideration
- H. _____ – Information for the benefit of the organization
- I. _____ – End of the meeting

III. Parliamentary Procedure | Basics

Robert’s Rules of Order, Newly Revised is typically defined as the resource for anything not covered in the governing documents.

Members can:

- A. Present motions: “_____.”
- B. Second motions: “_____.”
- C. Debate motions: “_____”
- D. Vote on motions: “_____/_____/_____” (or “Yes/No/Meh”)

Motions are how things get done!

IV. Parliamentary Procedure | Proposals

To get a _____ on the floor:

- A. The chair recognizes the speaker.
- B. The speaker says, “I move.”
- C. The chair calls for a second.
- D. Someone says, “I second.”
- E. The chair calls for discussion.
- F. The motion is discussed.
- G. The chair calls for a vote.

V. Parliamentary Procedure | Tips

- A. A motion should be made before _____ of a topic.
- B. Only _____ motion can be considered at a time.
- C. The person making the motion gets to _____ about it first, then the person who made the _____.
- D. Motions can be _____ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
- E. Amendments to the motion must be _____ on before going back to the main motion. If the amendment is _____, then it becomes part of the main motion. If _____, then you go back to the original, main motion.
- F. After all of the discussion, take a vote: usually a _____ vote passes the motion.
- G. There are three common ways to move to a _____:
 - a. By _____ consent
 - b. By seeing no _____ discussion, the Chair calls for a vote
 - c. By _____ debate
 - i. “_____ the question”: requires there to be no objection to ending debate. If there is a single objection, debate must continue.

- ii. “_____ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.

VI. Make Things Fun!

Make the club/organization fun to be a part of by making membership in the organization _____.

- A. Conduct an induction _____.
- B. Give a _____ of membership or a name badge. Give value to membership in the group through _____ (scholarships, conventions, networking, etc.).

VII. The 5 “R’s” of Membership Retention

- A. Give them a _____.
- B. Enforce _____.
- C. Give out _____.
- D. Assign them a _____ - _____.
- E. Help build _____.

VIII. Other Ways to Make Meetings Fun and Engaging

- A. _____ projects
- B. Virtual _____
- C. Zoom _____
- D. _____ parties
- E. _____
- F. _____
- G. _____ hunt
- H. Your ideas?

IX. Points of Information About Meetings

- A. Play _____.
- B. Use _____ and _____.
- C. _____.
- D. Let people know in _____ they will be _____
to speak or report.
- E. Rotate your meeting format:
 - 1. Week One: Business Meeting
 - 2. Week Two: Social
 - 3. Week Three: Service Projects
 - 4. Week Four: Speaker
- F. _____ on time, _____ on time.
- G. Use _____ to make a _____.