

Fun and Engaging Meetings

APCA Pivot Your Programs

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America's Student Leadership TrainerSM

An aerial photograph showing a group of seven people sitting around a white rectangular table in a meeting room. The table is cluttered with various items including papers, a laptop, and a calculator. The room has a light-colored floor and walls.

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“We are still in business, we are just doing business differently.”

Frankie Moore,
Moreno Valley College (CA)

A photograph of a signpost against a blue sky with white clouds. The signpost has two green signs. The top sign is tilted to the left and says "Not Wrong" with a white arrow pointing left. The bottom sign is horizontal and says "Just Different!" with a white arrow pointing right.

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The Problem with Meetings

1. Meetings are **boring** or **unproductive**.
What makes them that way?



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The Problem with Meetings

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What makes them that way?
2. Make the meeting **fun** and **interesting** with lots of **participation**.
3. A **greeter** welcomes people to the meeting.



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The Problem with Meetings

1. Meetings are **boring** or **unproductive.**
What makes them that way?
2. Make the meeting **fun** and **interesting** with lots of **participation.**
3. A **greeter** welcomes people to the meeting.
4. Have **icebreakers** to give the attendees a chance to meet other people.



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The Problem with Meetings

5. Call the meeting to order on **time!**



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The Problem with Meetings

5. Call the meeting to order on **time!**
 - a. Have **music** playing before the meeting.



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The Problem with Meetings

5. Call the meeting to order on **time!**
 - a. Have **music** playing before the meeting.
 - b. **Record** the meeting and post it so members can access it later if they could not attend live. This allows for all members to feel **included.**



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The Problem with Meetings

5. Call the meeting to order on **time!**
 - a. Have **music** playing before the meeting.
 - b. **Record** the meeting and post it so members can access it later if they could not attend live. This allows for all members to feel **included**.
 - c. Lead a group **activity** such as the Pledge of Allegiance.



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The Problem with Meetings

- d. Promote diversity by varying pledges and anthems of different countries of your members.



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The Problem with Meetings

- d. Promote diversity by varying pledges and anthems of different countries of your members.
- e. Encourage members to display flags on backgrounds in virtual settings of their country of origin or pictures of importance to their heritage.



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The Problem with Meetings

- d. Recite club or organization pledge.



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The Problem with Meetings

- d. Recite club or organization pledge.
- e. Have an invocation, humorous story, thought of the day, or this day in history.



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This Day in History...

What legendary quarterback won his first of seven Super Bowls on this day in 2002, defeating the St. Louis Rams 20-17 at the New Orleans Superdome?



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This Day in History...

Tom Brady

Brady became the starter midway through the 2001 season when starter Drew Bledsoe was injured. Brady drove the Patriots into field goal range with seconds on the clock. Adam Vinatieri kicked a 48 yard FG to win the game. Brady was named MVP.



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This Day in History

Buddy Holly, Ritchie Valens, and J.P. "The Big Bopper" Richardson were killed on this day in 1959 when their chartered plane crashed in Iowa. Holly and his band The Crickets were known for hits like "That'll Be The Day" and "Peggy Sue", Valens for "La Bamba", and Richardson for "Chantilly Lace". What classic song immortalized this event as "the day the music died?"



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American Pie by Don McLean. The song was released in late 1971 and became a #1 hit in the U.S. in January of 1972, holding the top spot for 4 weeks. At 8 minutes and 42 seconds, it was the longest #1 song until 2021 when Taylor Swift's "All Too Well" reached #1 at 10 minutes in length. McLean's song is full of metaphors and allusions to events in music history from the time of the crash to the release of the song.



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The Problem with Meetings

- f. Offer member **education** in the form of the "membership minute".



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The Problem with Meetings

- f. Offer member **education** in the form of the "membership minute".
- g. Have a variety of **speakers** of interest to your members, rotating the responsibility.



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The Problem with Meetings

- f. Offer member **education** in the form of the “membership minute”.
- g. Have a variety of **speakers** of interest to your members, rotating the responsibility.
- h. **Officers** report on their activities and items of interest.
- i. Introduce special **guests**.



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Issues Affection Retention

- j. Have the greeter introduce other guests and meeting **visitors**.
- k. **Committees** report on their area of responsibility and upcoming activities.
- l. Recognize **birthdays**, big accomplishments, milestones.



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Issues Affection Retention

- j. Have events and programs at your meetings that celebrate the culture and background of your members and/or school.



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Issues Affection Retention

- j. Have events and programs at your meetings that celebrate the culture and background of your members and/or school.
- k. End the meeting on time.



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Virtual Tips and Tricks

1. Check all the **technology** before you start:



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Virtual Tips and Tricks

1. Check all the **technology** before you start:
 - a. Run an **audio** check – is there an echo? [Up arrow next to mute/unmute microphone]



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Virtual Tips and Tricks

1. Check all the **technology** before you start:
 - a. Run an **audio** check – is there an echo? [Up arrow next to mute/unmute microphone]
 - b. If using a **clicker**, test it. You may have to click the cursor on the first slide for the platform to advance the power point.



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Virtual Tips and Tricks

1. Check all the **technology** before you start:
 - a. Run an **audio** check – is there an echo? [Up arrow next to mute/unmute microphone]
 - b. If using a **clicker**, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
 - c. Use an **ethernet** cable for better internet connection.



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Virtual Tips and Tricks

2. Provide an emergency contact **number** for people to call if they cannot access the meeting. [Many platforms provide a call-in number]



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Virtual Tips and Tricks

2. Provide an emergency contact **number** for people to call if they cannot access the meeting. [Many platforms provide a call-in number]
3. **Record** the session so members who could not attend live can watch it later – even after you go back to in-person meetings.



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Virtual Tips and Tricks

4. Suggest everyone keep their **video** on for accountability and personal connection



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Virtual Tips and Tricks

4. Suggest everyone keep their **video** on for accountability and personal connection
5. Use the tools:
 - a. Fun with **filters**!



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Virtual Tips and Tricks

4. Suggest everyone keep their **video** on for accountability and personal connection
5. Use the tools:
 - a. Fun with **filters!**
 - b. Encourage different **backgrounds.**



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Virtual Tips and Tricks

4. Suggest everyone keep their **video** on for accountability and personal connection
5. Use the tools:
 - a. Fun with **filters!**
 - b. Encourage different **backgrounds.**
 - c. Participant icons:
 - i. Use for **voting** (yes/no)
 - ii. Meeting **speed** (go slower/faster)



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Virtual Tips and Tricks

- iii. Need a break?
[Coffee cup](#) (click
"more")



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Virtual Tips and Tricks

- iii. Need a break?
[Coffee cup](#) (click
"more")
- d. Engagement through:
 - i. [Polling](#)



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Virtual Tips and Tricks

- iii. Need a break?
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- d. Engagement through:
 - i. [Polling](#)
 - ii. [Breakout rooms](#)



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Virtual Tips and Tricks

- iii. Need a break?
[Coffee cup](#) (click
"more")
- d. Engagement through:
 - i. [Polling](#)
 - ii. [Breakout rooms](#)
 - iii. Responding in the
[chat](#)



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Virtual Tips and Tricks

- iii. Need a break?
[Coffee cup](#) (click "more")
- d. Engagement through:
 - i. [Polling](#)
 - ii. [Breakout rooms](#)
 - iii. Responding in the [chat](#)
 - iv. [Slides](#) to tell a story using "screen share"



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Other Ways to Make Meetings Fun and Engaging

- A. [Service](#) projects
- B. Virtual [Bingo](#)
- C. Zoom [Karaoke](#)
- D. [Watch](#) parties
- E. [Trivia](#)
- F. [Contests](#)
- G. [Scavenger](#) hunt
- H. Your ideas?



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Final Thoughts

- A. Start on time,
end on time.



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Final Thoughts

- A. Start on time,
end on time.
B. Call on people to
get them to
participate:
Popcorn!



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Final Thoughts

- C. Let people know in **advance** they will be expected to speak.



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Final Thoughts

- C. Let people know in **advance** they will be expected to speak.
- D. Use **stories** to make a point.



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Q&A



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