

BEST PRACTICES

Best Practices #004: Meeting Agenda

Heading: Meetings and Demonstrations



Members come to chapter meetings if they feel their time will be well spent. Our chapter has found members value the following: learning from a good demonstration, visiting with friends, showing their work and seeing the work of others, and collecting something from the chapter library, raffles or store. Members also value a well-organized event that starts on time and sticks to a schedule. Our monthly meeting agenda is summarized below:

1. *Call Meeting to Order and Welcome Visitors.* Extend a welcome to all, including visitors.
2. *Business Reports.* Secretary's minutes from last meeting reviewed and approved. Treasurer reports on recent income/expenses and current balance. Treasurer's report discussed and adopted. Other reports and reminders made and approved, as appropriate.
3. *Coming Events.* Program schedule for next several months (meetings and special events) is reviewed.

Above agenda items are accomplished in 20 minutes or less.

4. *Instant Galley.* Members, of all skill levels, are encouraged to bring pieces completed or in progress to share with others. Members are asked to say something about their piece, especially what they may have learned from the making.
5. *Acknowledgments.* Recognition of members who have attended classes, received ribbons at juried shows, conducted demonstrations, etc.
6. *Demonstration.* Starts with a biographical introduction of demonstrator. Demonstrator conducts their demo. At the halfway point, the demonstrator and audience take a short break (say 10 minutes). Restart on time. Finish the demonstration and be sure to thank the demonstrator for their time and effort. The total demonstration lasts about one hour.
7. *Conduct Raffles.* See Best Practices #006 and #014 for ideas. Adjourn the meeting.

Survey your chapter members to determine what agenda they would find most rewarding.

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