

Meetings

Nobody likes to attend meetings that are a waste of time. As the neighborhood organizer, you have the opportunity and responsibility to make meetings productive and even pleasant. The following is a guide for meeting preparation:

- Decide on a convenient time and date to meet by consulting with your core group and neighbors.
- Develop a well-planned agenda for the first meeting.
- Determine a method of follow-up to remind the neighborhood volunteers. This may be done by use of phone calls, letters and flyers.

Locate a place that is centrally located and familiar to the neighbors. The location can set the mood and friendliness of the meeting. Try to estimate the size of the expected attendance. The room should be comfortable, but not so large as to make the people feel lost.

- Set up the room for the meeting in advance. Tables and chairs should be in place.
- Display any handouts near the entrance.
- The room temperature should be comfortable.
- Set up and test any special equipment in advance.
- Serve refreshments only if it will enhance the friendliness of the meeting and not interrupt it.
- Know your potential audience so you can provide childcare or translation services if needed.