



ENHANCING THE CLUB EXPERIENCE.....

AGENDA MANIA

OVERVIEW

- This activity focuses on effectively organizing club meetings including structure, time allotment, and impact.

LIFE SKILLS

- Organization
- Time Management
- Understanding of Purpose and Impact

MATERIALS NEEDED

- Cards/Pieces of Paper with parts to meeting agenda listed on each card.

ACTIVITY INSTRUCTIONS (Activity Time: approximately 20 - 30 minutes)

- Provide the group with the agenda cards (mixed up) and instruct them to arrange the cards in order based on how they think a club meeting should be structured.
- After they are done, talk through the order with them and make any corrections needed. Talk about benefit of things being in a certain order and what things might be flexible in their arrangement.
- Have participants then group the individual items into the 4 basic parts of a meeting: Inspiration / Business / Program / Recreation
- Discuss the appropriate time length that each of these parts should take within a 1-hour club meeting.

RELAX AND REFLECT

Here are some talking points:

- What are some reasons items might be moved around in the agenda and what are the pros / cons?
Example: Maybe a speaker needs to be at the beginning due to schedule conflicts... it is preferred to end meeting with the fun activities but we should be considerate of a guest speaker's needs
- How long should the 4 different parts of a meeting take ideally?
Inspiration (Approx. 5 minutes) Business (Approx. 15 minutes) Program (Approx. 20 minutes) Recreation (Approx. 20 minutes) (Sometimes the Program & Recreation might be combined (Approx. 40 minutes)
- Why should we spend more time on program / recreation than business?
This is the FUN part of the meeting... Spend more time on the FUN
- Why is it a good option to end the meeting with program / recreation when possible?
Again, this is the FUN part... End the meeting on a high note. This will keep the kids wanting to come back next time!
- What is too long OR too short for the length of our meeting?
If we start going over an hour we may interfere with schedules or lose interest... sometimes a longer meeting is ok but we must make sure the agenda keeps participants engaged and worth their time. If a meeting is too short, we may have participants wondering if it was worth the trip... avoid having meetings without purpose that are just to have a "check off" on the calendar.



APPLY

- Talk about the purpose of the different agenda items (i.e.. purpose of pledges, reports, etc.)
- How does this structure compare to what we are doing in our own local meetings?
- Are there some things we might do to improve our current meeting structure?
- How do we make sure we are having FUN in our meetings and keep the members coming back?

TAKE HOME

- A 1-hour meeting that incorporates PURPOSE & FUN should keep our membership interested and generate new interest. Shorter or longer meetings may be appropriate as long as they have purpose and value to the participants.

Here is a list of agenda items (in typical appropriate order) that can be used on cards for the Agenda Mania activity:

- ***CALL TO ORDER***
- ***PLEDGES***
- ***ROLL CALL***
- ***READING AND APPROVAL OF MINUTES***
- ***REPORTS OF OFFICERS AND STANDING COMMITTEES***
- ***REPORTS OF SPECIAL COMMITTEES***
- ***UNFINISHED BUSINESS***
- ***NEW BUSINESS***
- ***PROGRAM***
- ***RECREATION***
- ***ANNOUNCEMENTS***
- ***ADJOURN***

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