

## LAMBDA CHAPTER'S BEST PROGRAM: OUR PLANNING MEETING

Lambda Chapter has wonderful, interesting, engaging meetings.

Why? Because our best meeting is our planning meeting.

At this meeting, all members are involved in planning meetings for the year.

### PURPOSES:

To unite women educators in genuine spiritual fellowship

To stimulate the personal and professional growth of members

### *How does the Planning Meeting work?*

Time: Late June or early July, each year

(This provides summer time for completing our yearbook.)

Place: A potluck lunch at the home of one of our members.

If it's nice, we have a picnic in her yard. (Home varies each year.)

Agenda: We work first, and then enjoy our picnic potluck lunch.

Meeting at 10:00 a.m. and lunch starting about 11:30.

What happens in advance?

The co-presidents or executive board meet to select some tentative dates to avoid such things as school holidays and UO football games.

Who's in charge? The current co-presidents facilitate the meeting.

What happens during the meeting?

❖ We start with brainstorming, using an easel and flip-chart to record ideas.

❖ Next, individuals, committees, and groups sign up for their meetings.

One page of the flip chart has these categories to complete:

Day/Date, Program/Place, Committee, Hostesses, Greeters, Inspiration

After the meeting:

After people sign up for the meeting that interests them, the committee in charge of that meeting makes sure all of the details are in place, and gives that information to the VP for inclusion in the Yearbook. This may include contacting members not at the planning meeting to see if they'll help.

The Vice-President makes sure that every member participates in at least one meeting, before publishing the Yearbook with the year's complete schedule.

Questions? Dr. Yvonne Fasold, Lambda Chapter, fasold@uoregon.ed