CARE Call – Facilitating a Dynamic, Engaging Meeting June 19, 2019 Robyn & Mike

**Key Elements to inform planning your meeting**

* Set a purpose – goals/objectives/outcomes
* Know your audience
* Prepare a detailed agenda with times allotted
* Intersperse sitting and moving around
* Create opportunities for everyone to participate & engage
* Emphasize the power of listening as much as speaking
* Include small and whole group activities/discussions
* Allow for ownership by/delegation to members (so BB leader not facilitating all)
* Promote & instigate fun!!

**Components of a successful meeting:** (typically you can’t do them all in one meeting!)

* Brief introduction and/or ice breaker
* Cozy offering – food, poem, reading, candle, flowers, music, powerpoint (set the tone)
* Relational time – personal story shared in pairs to build relationships; not shared in whole group; campaigns/projects might draw people to the organization but relationships/feeling of belong is what keeps folks engaged/coming back
* Participation/Engagement either or both discussion and hands-on
  + GMUG/CORE Act learning
  + Leave No Trace – decomposition
  + Move around room recording ideas, interests
* Small group work (either or both discussion and hands-on)
* Sharing back
* Education
  + intra-Broads training and/or skill building
  + outside speaker/presenter (like to keep it pertinent to advocacy/stewardship/campaign)
* Advocacy/Take action!
* Evaluation – oral, written; visual; sticky on poster
* Closing – poem, song, reading, sharing (different from evaluation)