

10-MINUTE MEETINGS
Alpine Education Association
January 2022

Purpose

Association Representatives strengthen and support AEA membership at their schools/sites by holding regular AEA Building Meetings – referred to as 10-Minute meetings. Regular 10-minute meetings:

Give you an opportunity to hear from your members regarding their issues/concerns/interests;

Gives your members a voice at their school/site and in the AEA;

Allows the opinions and ideas of members to be included in the AEA decision-making process; and

Gives you an opportunity to communicate important information to your members, like negotiation updates, legislative updates, current policy issues being addressed by the AEA.

Non-members recognize when the AEA is active at a school, and while non-members do not attend 10-minute meetings, they will know you and the AEA are actively meeting with their members.



Sample Agenda

10-Minute Meeting

2 minutes – Give a brief overview of major topics covered at the most recent AR meeting. This keeps our members informed.

4 minutes – Talk about a current issue and see a consensus. This tells our members that you value everybody's ideas and suggestions.

3 minutes – Review a current issue close to the hearts of the members you know best. While this may not be a burning issue for all the members, it should be important to those at your school.

1 minute – Tell our members about a recent Association success and thank them for their support. This will encourage members to be positive.

Time's up! - Ask members to leave their ideas, suggestions, or questions at the door.

THANK THEM FOR COMING.