

# 10 Minute MEA Meeting

*Educate & organize MEA union members*

## **DO**

- ✓ Schedule in Advance
- ✓ Plan in Advance
  - Agenda, materials, speakers (if multiple reps)
  - Use visuals in larger groups
- ✓ Stay Focused & On-Time
- ✓ Keep it Positive

## **DON'T**

- ✓ Meet for the sake of meeting
- ✓ Set a pessimistic tone
- ✓ Argue with critics

## **SAMPLE AGENDA**

1. Update(s)
2. Take Questions/Feedback
3. End on a Positive

