



# PLANTPURE COMMUNITIES

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## ACTION SHEET: HOW TO MAINTAIN ENTHUSIASM

Leadership

In order to keep the interest of current members and continue to grow the Pod, it is crucial to keep members engaged. Below are some ideas on how to maintain interest and attendance of Pod meetings.

### Ways to Maintain and Increase Attendance:

#### Picking a Date

- You may choose to hold meetings on different days or at various times to accommodate a variety of schedules. Some Pods choose to set the same day and time for their meetings to make meetings a regular events on their members' calendars. Decide what will work best for you and your Pod.
- If possible, schedule in advance or be prepared to schedule the next meeting at the end of the current meeting. That way you can announce it to everyone in attendance and check to see if the time works for most people present.
- Check the local calendar for events happening in your area, and try to plan your meetings to avoid conflicts.

#### Choosing a Location

- Hold meetings at locations that are convenient to Pod members. If your Pod covers a large area, alternate between a couple of locations. Seek member help on securing space in areas unknown to you.
- When choosing a location, remember to consider parking options, access to the building and restrooms, audio-visual equipment, etc. If you plan to show a movie or give a presentation, ensure in advance that you'll have the A/V equipment that you need and practice setting it up so you know it works.

#### Meeting Tips

- Provide WFPB snacks at your meetings. You can ask for volunteers to commit to providing this, or combine the meeting with a potluck.
- Start and finish your meeting as scheduled and avoid long meetings.
- Check out PPC's "Running Successful Meetings" Action Sheet for more!



### Ways to Keep People Engaged and Enthusiastic:

#### Keeping Meetings Fresh

- Think about the message you want people to receive from the specific meeting and have a planned agenda



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for your meeting with that take-away in mind.

- Invite speakers to offer presentations. See PPC's "Finding Speakers for Pod Meetings" Action Sheet for ideas.
- Offer door prizes such as books or DVDs. Consider asking Pod members if they want to donate things for door prizes.
- Identify one or more long-term projects with the Pod to undertake and share the responsibility of working on it with members. Make time at each meeting to hear updates about the project and seek feedback. For project ideas, check out the Toolkits available on the Resources page of the Pod website. Toolkits will be made available on an ongoing basis, so check back often for new ones and let us know if you have an idea for a Toolkit.
- Invite members on a tour of a local animal sanctuary, grocery store, or other point of common interest.
- Plan family-friendly projects and activities for one of your meetings.

## Staying in Touch and Getting to Know One Another

- Always have a sign-up sheet with email addresses so that you know the names and contacts of people who attended the meeting and can be sure to include them in future invitations. Make time to reach out to members who missed one or two meetings.
- Between meetings, stay in touch with members via email, a Facebook group, or other interactive discussion settings. Share articles, recipes, etc., to encourage engagement.
- At meetings, play a "name game" and/or offer name tags so that people can get to know each other. Name games can help people learn each other's names, begin conversations, and set everyone in the group at ease. They can be followed by other "ice-breaking" activities.
- Engage members in discussion, allow everyone to speak and be heard.
- Maintain an open door policy for members to make suggestions.



*We welcome you to send suggestions and ideas to [info@plantpurecommunities.org](mailto:info@plantpurecommunities.org). This material may not be used out of context. Please refer to PPC's terms and conditions for more information. Updated December 2017.*