



PLANTPURE COMMUNITIES

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ACTION SHEET: RUNNING SUCCESSFUL MEETINGS

How well a meeting goes may determine whether or not someone returns for the next one. It takes practice to organize and hold inclusive, welcoming, and fun meetings, so here are tips we've gathered from other Group leaders about how to do so.

- **Welcome newcomers** - For many people, it can be intimidating to join a new group, especially if they don't already know someone. Make sure new guests are greeted individually when they come to your meeting.
- **Use name tags or sign up sheet** - As your group grows, the use of name tags is one way to help people learn the names of other members.
- **Stay in touch** - You can ask people to sign in on a simple attendance sheet with their names, email addresses and phone numbers.
- **Introductions** - It is always useful to start the meeting asking each person to say their name and one or two sentences about themselves. It is also useful to introduce the purpose of the meeting early on and remind people that the group is part of the grassroots movement getting underway via the Pod Program.
- **Find the right location** - Ideally, this would be a meeting location that is reasonably quiet, where everyone can be heard. In addition, create a seating arrangement so that everyone is in the same area —this is helpful for team building. Restaurants are great, but they can be noisy and sometimes it can be difficult to get the entire group seated together. Other locations might include the community room in a local library, a member's home, church community rooms, or parks during good weather (there are shelter and picnic areas).
- **Accept everyone** - It will be useful to verbally recognize that people are in different places in their wellness journeys. This will encourage more people to feel comfortable to actively engage in the group. Many people will not join or show up at future meetings if they feel they are being judged or that they must be 100% plant-based. By accepting members exactly where they are, you are giving them the time and space to make lifestyle adjustments at their own pace.





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- **Plan social time** - Allow a little time at the beginning of the meeting for people to greet and socialize; remember, building community is a core goal for Pods.
- **Start on time** - People have busy schedules, and knowing that the meeting will start on time will respect their time and encourage them to attend future meetings.
- **Provide food** - Sharing the benefits of plant-based eating is what this movement is all about, so consider forming small groups and taking turns providing a plant-based snack (and the recipe) for each meeting.
- **Show how to join your group & join Pod Website** - Bring a laptop, walk everyone through the Pod website, and demonstrate how to register on the Pod website and join your group and gain access to the growing resources available.
- **Get everyone involved & active** - This is your goal as a group leader. Encouraging members to volunteer creates a team atmosphere and helps to build community, plus it spreads out the workload! Think of specific tasks for which you would like people to volunteer.



Updated April 2017

*We welcome your suggestions and ideas!
Please send them to info@plantpurecommunities.org*