Meetings are crucial for a successful Pod on campus as they are a place to engage and attract members, organize events, build momentum, and provide the foundation for the Pod. Use this Action Sheet to work with your Pod members to agree on a meeting structure that best fulfills your Pod's mission on campus.

Meeting Schedule

Consider holding weekly or bi-weekly meetings on campus. After discovering what works best for the Pod members, hold meetings on the same day and time for consistency. Or, to accommodate a variety of schedules, meetings could alternate each week between different days/times.

Meeting Location

If possible, regularly hold meetings in the same room/building on campus to avoid confusion. If there is a student center or union, this may be the best spot for meetings, especially if it is in a central location. You may also want to consider classrooms, conference rooms, or lecture halls for your meeting location. Choose the room carefully as you do not want to have a space that is too big, leaving your meeting feeling empty. It may be better to use a smaller space, where people can crowd in and sit on the floor if necessary. Lastly, plan ahead - your college may let you reserve a room for meetings throughout the whole semester.

Maintaining Enthusiasm

Keep members engaged with the Pod by sending out regular and exciting reminders about upcoming meetings and events, which could be in the form of email, text, flyers, or a Meetup page. Get members' names and email addresses at meetings so you can be in touch with them. Consider creating a Facebook page to connect members and set reminders about meetings. Create hype around your Pod's meetings by offering plant-based snacks or combining meetings with potlucks.

Welcoming New Members

Plan for how you want to include people who are attending a Pod event for the first time. You might want to create a "Welcome Packet" (virtual or printed) that includes a welcoming message and recommended resources about transitioning to or sustaining a WFPB diet. Consider assigning one or two Pod members the role of "Guide" and ask that they introduce themselves to new members and let them know what's going on so they feel included.

Suggested Agenda

Feel free to use this agenda outline to structure the Pod's meetings every week. This outline was created for hour-long Pod meetings on campus:

5 minutes - Introductions: Welcome everyone and thank them for coming. If there are any new members, take the time to welcome them and emphasize that Pods are an inclusive environment for everyone, no matter where someone may be on their plant-based journey.

5 minutes - Overview: Give a brief overview about what will be covered in today's meetings and what goals you hope to achieve with the time you have.

5 minutes - Announcements: Are there any upcoming events for your Pod or other clubs on campus that are worthy of mentioning? Make sure members have important dates for meetings and events in their calendars. Ask other board members to report on any updates they may have.

15 minutes - Presentation/Discussion: Use this time to explore the objectives or topic for the meeting, such as to propose ideas for future events or debrief after a past event. Ask Pod members to report on any relevant tasks, events, meetings, updates, or plant-based news.

20 minutes - Break-out session: Consider dividing up the room of members into subgroups to work on specific tasks, which may include a fundraising group, event planners, treasury meeting, recruiting new members committee, etc. Members may be assigned to different groups, or select which task they would like to work on.

5 minutes - Debrief: Bring all the members back together and ask each group to briefly report on what they accomplished today.

5 minutes - Wrap-up: Thank everyone again for coming, remind people of the next meeting time and any take-home tasks that need to be completed, and encourage members to promote the Pod on campus.