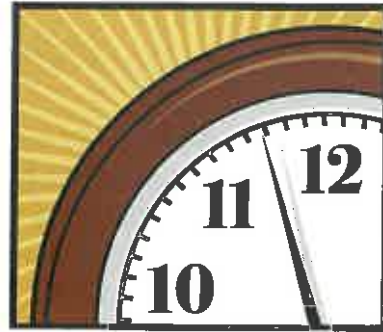


## Keys to Success for 10-Minute Meetings



1. The main key to success lies in clearly communicating the purpose and process of the format before the meeting. Get your members' consent to the meeting format before you start.
2. Explain/review the purpose and objective of the 10-minute meeting.
3. Explain that the meeting will not be more than 10 minutes in length.
4. Let members know that you will be available after the meeting to continue a discussion or hear additional input; reinforce that you won't violate your 10-minute meeting contract.
5. Let members know that if they want to schedule another meeting to discuss issues and concerns in more depth, you are willing to do that.
6. If necessary, establish procedures around member participation during the meeting.

Some reps have had great success in holding 10-minute meetings on a regular basis, such as the day after Union Executive Committee meetings. Others hold them only during times of crisis or for other identified purposes.

In either case, it is important that your members briefly review the 10-minute meeting format at the start of each meeting.

One final thought...many of our members have been conditioned not to come to meetings. So, don't expect attendance to magically increase. Skeptical members will need to see you consistently honoring the 10-minute meeting contract before they make a commitment to come regularly.

**At the end of each meeting, say to the members:**

**“As promised, we're done in 10 minutes.  
Thank you for coming and bring a friend with you next time.”**

## Holding a 10-Minute Meeting

Sometimes you may need to hold a meeting with as many members as possible because of an issue or an action. Using a 10-minute meeting at your building or worksite will work because it's a way to communicate with members quickly and efficiently.

When members begin to feel their opinions are sought and carried back to the decision making body, the Union leadership is doing its job. Most members consider snappy, business-like Union meetings a rarity. Why not try the 10-minute meeting format?

The 10-minute meeting is an effective way of achieving Union organizing objectives, while at the same time recognizing that **time — or lack thereof** — is a major member concern. Members' message to us cannot be ignored: Don't waste our time on useless meetings, and don't ask us for input if you aren't going to use it.

Holding successful 10-minute meetings responds to those concerns and says to our members that we value their time, two-way communications, and their participation in decision making.

### Objectives of the 10-Minute Meeting

1. Encourage two-way communications between the Union and its members
2. Seek involvement in the Union's programs and decision making
3. Share and celebrate Union successes/victories

The format you use should reinforce these objectives. One suggestion is to plan your meetings as follows:

<b>0-3 minutes:</b>	Report what the Union is doing. Focus on only the most relevant information. Then, briefly identify other important issues and let members know you are willing to discuss these after the meeting, if they so desire.
<b>3-9 minutes:</b>	Emphasize member involvement. Seek their input regarding the presented information, ask for volunteers to meet Union programs needs, and/or identify other issues/problems of concern to them.
<b>9-10 minutes:</b>	Share something positive with your members — a Union success or victory. THANK them for coming to the 10-minute meeting!

- The amount of time you spend on each segment is up to you. Just be sure to identify the format beforehand and then stick to it!
- Think of the 10-minute meeting as a contract between you as the Union Representative and the members. Then, honor that contract!