



Holding Successful Meetings/ Developing your Program

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Pryvit! Welcome!

The plan – this is the **first of series of meetings**

Our Goal: Touch on **key highlights of topics** faced by new or returning presidents

- *The role of the Branch President is **one of the most important within the [UNWLA] organization**. She... is the **critical link** between the branch [membership] and either the Regional Council or the grouping of Branches-at-Large. She also **sets her branch's agenda and tone**. Her branch's success **relies on the commitment of her leadership** and her dedication to learning...*

Outline: Branch Meetings

1. Outline
2. Your Program and general Branch Meetings
3. Why do members come to meetings?
4. How many Branch Meetings?
5. When, where to have Meetings?
6. Where to get Ideas for Meetings?
7. Sample Meeting Agenda and Minutes
8. Set the tone! Showing your Leadership style
9. Summary

Your Program and Meetings

What is your “Program”?

It is what your Branch will do over the coming year or two years of your term as Branch President

- Fundraisers
- Cultural/ educational events
- Outreach community programs

BRANCH MEETINGS are the mechanism that help your Branch meet its goals!!!

Meetings as Part of UNWLA

Meetings are an integral part of the fabric of UNWLA membership.

UNWLA ByLaws state:

*“The Branch **shall hold a monthly meeting of all Members** of the Branch. At such a meeting the Branch Board shall*

- **report on Branch activities,***
- **present a schedule of future events and actions, and***
- **conduct the business of the Branch...**”*

How many meetings in a year?

You don't have to do 12 meetings a year!

- One meeting is the Annual Meeting (1Q of the year)
- Often Branches don't meet July, August
- Branches might not meet during Christmas, Easter months
- Weather cancellations
- A Branch event may replace a meeting that month
- Target: 8 meetings?

Why do Members come to Meetings?

Two broad-brush reasons:

1. To do good work:

To **volunteer** in UNWLA-sponsored charitable/ educational efforts **in support of Ukrainian people and causes**

2. Food for the soul:

- To share in **female camaraderie**
- To **identify with Ukrainian “roots”**
- To **learn/ teach** about Ukrainian culture, history

How does this influence meetings?

Three categories of meetings:

1 – conduct **UNWLA “business”** – fundraising, PR, planning events, etc

2 – **part business, part social**/ cultural/ educational

3 – **social** meetings

A good yearly plan will be a mix of all three categories

Where to get ideas for Meetings?

You shouldn't have to develop a program on your own!

- **Engage your members** in the discussion – ask for ideas, **survey**
- Have 2-3 **planning meetings with your Uprava** – ask their ideas
- UNWLA **Calendar of Engagement 2022** – **monthly** ideas
- UNWLA website: “**Successful Meeting Ideas that Work**”
- Copy other Branches!!
- **Invite speakers** –from UNWLA Board or Regional Council;
medical, financial, artistic, educational professionals
- **Share meetings** with other branches
- Are there good ideas from previous Presidents?

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Where to Have Meetings?

Adapt to your community:

- Church halls
- Community centers
- Homes
- Outdoors
- ZOOM it!

Use Zoom!

For Branches that embrace **ZOOM** technology

Get creative!

- You can have speakers/ events from a distance – even Ukraine!
- You can spread your branch's work to broader geographical area
- invite other UNWLA branches, and non-UNWLA community

When to have meetings?

Keep the timing consistent month to month:

- **Same time, same day** each month
then change when necessary

The **secret** to keep members aware of schedule:

COMMUNICATE! COMMUNICATE!! COMMUNICATE!!!!

- Announce next meeting at previous meeting
- Ask for RSVPs- followup on those who do not reply
- Send another reminder week or day before

Sample “Business” Meeting Agenda

Typical Agenda for a UNWLA Meeting:

1. Opening/ Prayer
2. Review and Approval of agenda
3. Reading and approval of minutes from previous meeting
4. Welcoming of New Members
5. Financial Report
6. Reports from Chairs/ “Old” Branch Business
7. New Branch Business
8. New Members recruitment
9. Cultural/ Education Segment
10. Members birthdays this month
11. Confirm next meeting date
12. Closing

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Sample Meeting Minutes from website:

Branch Policies and Procedures

Minutes of Branch (number) Meeting December 16, 2019, 1:30 p.m., (date and time) Ukrainian Cultural and Educational Center, Jenkintown, PA (place)

Present: list all present at the meeting and if someone came late, or left.

1. **Opening.** Meeting opened with a prayer at 1:35 p.m
2. **Approval of agenda.** Agenda was approved as proposed by Branch President (nam
3. **Reading and approval of minutes** from (date of the last meeting). Minutes from (date of the last meeting) were read and approved. (If there were corrections – list them here).
4. **Correspondence** - Branch President a) Ukrainian Heritage School invited us all to their Christmas Concert. Please come and support them. b) Branch 43 will be selling sweets for the Holidays December 21 starting 9 a.m. Come and buy some.
5. **Financial report.** Branch Treasurer. Last month we had an Art Exhibit. From sale of pictures and donations we made \$2,000, our expenses - \$987, our profit \$1,013. Currently, we have \$3,506 in our account. Maria X. proposed we send \$500 to the Ukrainian Museum to our Endowment 10 yes and 1 no. The treasurer will send a check for \$500 to the Museum.
6. **Our plans for 2020** - Branch President a) We are planning to

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Make Members feel Proud

1. Take **pictures** –
 - post on Facebook, email, text
2. Write short **articles** to Our Life, Ukrainian press on interesting events
3. Write quick **Updates** to members

Set the Tone

- 1. THANK EVERYONE, by name, in public, for ALL contributions**
 - Thank once BEFORE an event, then AFTER
 - Everyone wants to be acknowledged
- 2. Be inclusive!**

Summary

We talked about:

- **Why** meetings are important to UNWLA
- Different **styles** of meetings
- **When** and **where** to hold me
- **MEETING IDEAS** – how to plan a program
- Sample Br. Meeting **Agendas** and **Minutes**

THANK YOU FOR YOUR ATTENTION!

Questions?

