OVERVIEW
• This activity focuses on effectively organizing club meetings including structure, time allotment, and impact.

LIFE SKILLS
• Organization
• Time Management
• Understanding of Purpose and Impact

MATERIALS NEEDED
• Cards/Pieces of Paper with parts to meeting agenda listed on each card.

ACTIVITY INSTRUCTIONS (Activity Time: approximately 20 - 30 minutes)
• Provide the group with the agenda cards (mixed up) and instruct them to arrange the cards in order based on how they think a club meeting should be structured.
• After they are done, talk through the order with them and make any corrections needed. Talk about benefit of things being in a certain order and what things might be flexible in their arrangement.
• Have participants then group the individual items into the 4 basic parts of a meeting: Inspiration / Business / Program / Recreation
• Discuss the appropriate time length that each of these parts should take within a 1-hour club meeting.

RELAX AND REFLECT
Here are some talking points:
• What are some reasons items might be moved around in the agenda and what are the pros / cons? Example: Maybe a speaker needs to be at the beginning due to schedule conflicts… it is preferred to end meeting with the fun activities but we should be considerate of a guest speaker’s needs
• How long should the 4 different parts of a meeting take ideally? Inspiration (Approx. 5 minutes) Business (Approx. 15 minutes) Program (Approx. 20 minutes) Recreation (Approx. 20 minutes) (Sometimes the Program & Recreation might be combined (Approx. 40 minutes)
• Why should we spend more time on program / recreation than business? This is the FUN part of the meeting… Spend more time on the FUN
• Why is it a good option to end the meeting with program / recreation when possible? Again, this is the FUN part… End the meeting on a high note. This will keep the kids wanting to come back next time!
• What is too long OR too short for the length of our meeting? If we start going over an hour we may interfere with schedules or lose interest… sometimes a longer meeting is ok but we must make sure the agenda keeps participants engaged and worth their time. If a meeting is too short, we may have participants wondering if it was worth the trip… avoid having meetings without purpose that are just to have a “check off” on the calendar.
APPLY
• Talk about the purpose of the different agenda items (i.e., purpose of pledges, reports, etc.)
• How does this structure compare to what we are doing in our own local meetings?
• Are there some things we might do to improve our current meeting structure?
• How do we make sure we are having FUN in our meetings and keep the members coming back?

TAKE HOME
• A 1-hour meeting that incorporates PURPOSE & FUN should keep our membership interested and generate new interest. Shorter or longer meetings may be appropriate as long as they have purpose and value to the participants.

Here is a list of agenda items (in typical appropriate order) that can be used on cards for the Agenda Mania activity:

• CALL TO ORDER
• PLEDGES
• ROLL CALL
• READING AND APPROVAL OF MINUTES
• REPORTS OF OFFICERS AND STANDING COMMITTEES
• REPORTS OF SPECIAL COMMITTEES
• UNFINISHED BUSINESS
• NEW BUSINESS
• PROGRAM
• RECREATION
• ANNOUNCEMENTS
• ADJOURN

Activity submitted by: Garry Branham, Texas AgriLife Extension Service