

## 10 Minute Meeting Purpose

The 10 minute meetings are to increase member engagement, inform & educate, problem-solve collectively or individually. This is the chance for building reps to discuss issues with each other & Executive Council. The intent is to support & address issues by building or as a unit. The sign in sheets track our attendance. The google form tracks the issues and feedback to see if there are common issues across buildings or if there are needs throughout the unit that the Executive Council needs to address.

## 10 Minute Meeting Checklist

- You will be notified what week to schedule your 10 minute meeting within your building (if you have to delay the meeting, or schedule a different time, that's ok, please communicate with Carol)
- You will be emailed the 10 minute meeting slides presentation
  - You can make a copy and edit it to add slides for what your building needs are (such as a "hot topics" or "FAQs" page, however please make sure the main message from the slides is delivered)
- Schedule your building's 10 minute meeting
- BEFORE the meeting:
  - Make sure the slides are prepared
  - Notify members
  - Print off sign in sheets (Local 1314 drive, in Member Resources or OFS)
- AFTER the meeting:
  - Send your sign in sheets to Kreisa Duwe
  - Fill out the [google form](#) (this information is Executive's Council way of tracking engagement, and concerns/questions so that they can all be addressed)
  - If a more pressing issue is brought up at the meeting, please contact who you need to for answers in addition to documenting it in the Google form.
- Follow up with anything else noted from the meeting

