



Meetings With Heart

At Challenge Day we use this process at every meeting...whether it be one, or twenty. It is an essential process for creating space where people can feel safe, loved and celebrated.

The steps to using the “Inclusion, Affection, and Appreciation” framework are:

- Setting the Intention
- Checking In
- Reviewing Agenda and Outcomes
- Ending with Appreciations

The more prepared you are for any meeting, the more successful it can be. Please review the following suggestions for meeting roles, process, and initial agenda. You may find these helpful as you are thinking about how you would like to work together.

Meeting Logistics

Here are some suggestions for a successful ‘Meeting with Heart’:

- Send out an excited meeting reminder with your agenda a day or so ahead of the meeting.
- Set-up an appropriate number of chairs for the expected attendance in a center-facing circle. Have additional chairs readily available.
- Start your meetings on time. Encourage people to show up a few minutes early to socialize before the meeting starts.
- End your meetings on time. Agree on a time to check in about whether to vote on extending the meeting.
- Ask the group to turn off their cell phones and pagers.
- Use your agenda for the meeting to keep things on track.
- Great facilitators are those who allow each person to have input and be heard on each topic. Use a timer and rotation process to gently help ensure each voice is heard.
- At the end of the agenda, ask participants to audit and upgrade (give you feedback) about the meeting. What went well? Suggestions for future meetings?
- Set the date for the next meeting (or series of meetings) and identify the main items for the next agenda. (It’s a good idea to set a regular day, time, and place for your meetings, such as every 2nd Thursday at 6:30 pm. For most people, regular times and dates are easier to remember and commit to.)
- Review action items, timelines and clarify responsibilities as part of your meeting summary.

The *Be The Change* Meeting Process

This can be adapted to suit your meeting timeframe.

Be The Change Meeting Process

- ♥ **Welcome** (2-3 minutes)
- ♥ **Intention / Spirit** (1-2 minutes)
- ♥ **Identify Roles** (1 minute)
- ♥ **Inclusion** (1-2 minutes per person)
- ♥ **Acts of Change Celebration** (3 minutes)
- ♥ **Norms** (5 minutes)
- ♥ **Agenda review/update** (5 minutes)
- ♥ **Agenda items** (approximately 30 minutes)
- ♥ **Action Items** (5 minutes)
- ♥ **Announcements / Closure** (5 minutes)
- ♥ **Appreciations** (10 minutes)
- ♥ **End with hugs!**

- **Welcome** (2-3 minutes)

The meeting facilitator welcomes everyone, acknowledges and introduces guests, asks someone to read the Challenge Day Vision & Mission Statement and the ***Be The Change Movement*** Mission Statement.



Vision:

Our vision is that every child lives in a world where they feel safe, loved and celebrated.

Mission:

Challenge Day provides youth and their communities with experiential workshops and programs that demonstrate the possibility of love and connection through the celebration of diversity, truth and full expression.



Be The Change Movement Mission:

To inspire people to *Be The Change* they wish to see in the world for the benefit of the planet and its people.

Be The Change Teams Mission:

To be the driving force in creating the school, organization or community of their dreams.

○ **Intention / Spirit** (1-2 minutes)

The Challenge Day organization takes a holistic approach (addressing the Body, Mind, Heart and Spirit) in all we do. This includes spending some time at the beginning of our meetings where we celebrate spiritual diversity by taking a minute or two for someone to open the meeting in their own way. Sometimes, people open with a poem, or a song, or setting an intention, sometimes it's a prayer, sometimes its silence. You can't do this wrong. Hold hands and ask someone to open the meeting in their own way.

○ **Identify Roles** (1 minute)

Enlist volunteers to take on the roles of Vibes Monitor, Scribe and Timekeeper

○ **Inclusion** (1-2 minutes per person depending on how many are present)

Each person will have 1 - 2 minutes to share "If you really knew me, you'd know this about me". Encourage them to "drop the waterline" and get very real about their feelings. Remind everyone to give the gift of listening.

(NOTE: This process is very important! Its purpose is to build connection by starting from the heart and developing a spirit of team between the members, to acquaint guests with the practice of getting real, to make everyone feel included and heard, and to help every person present know that they are not alone.)

● **Acts of Change Celebration** (3 minutes)

Daily, intentional Acts of Change are an integral part of the **Be The Change** Movement. Please ask your community members to turn to the person next to them and share the recent Act of Change they are most proud of. Switch after 1 minute. If time allows, ask for 2-4 shares out loud.

● **Norms** (5 minutes)

Norms are standards we agree to uphold. They provide a safe container for all meetings and are part of what makes the programs so powerful. Create your own norms as a group, or use the Norms from Challenge Day:

Challenge Day Norms

1. Be inclusive
2. No put downs or teasing
3. Compliments & love encouraged
4. Listen with your ears & heart
5. Be open minded
6. Drop the waterline / Get Real
7. Be The Change you wish to see in the world



- **Agenda review/update** (*5 minutes*)
The leader reviews the agenda that has been posted and/or distributed. Changes or additions are made to the agenda at this time. Time slots should be assigned to each agenda item and marked clearly on the agenda.
- **Agenda items** (*approximately 30 minutes*)
Each agenda item will have a person assigned as the presenter of that topic. Example agenda items are: announcements, goal setting, status reports from members or committees, issues up for discussion and/or voting, and funds allocation. Divide this time up among the agenda items.
- **Action Items** (*5 minutes*)
Go over the action items (the list of tasks and who's responsible for completing each task prior to the next meeting) to ensure that everyone is clear on their responsibilities.
- **Announcements / Closure** (*5 minutes*)
Ask everyone to hold hands. Thank everyone for taking the time to join this meeting. Remind the group of the dates, times, places of future meetings as well as inform them on any upcoming events. Then gently challenge everyone in the room to **Be The Change** they wish to see in the world so that everyone will feel safe, loved and celebrated.
- **Appreciations** (*10 minutes*)
Please be sure to always leave time at the end of your meetings for appreciations and bravos. You can do "popcorn" style validations, where people voice appreciations as they come to them about individuals or the group. If the group is small, you can do "tag" appreciations, where one person says something s/he appreciates about another person, then that person appreciates someone else, until everyone has gone and everyone has been appreciated. Another way is to have people stand and walk up to people one by one completing the sentence: "Something I appreciate about you is..." or "Something I noticed about you is..." or "Something I like or love about you is..."
When both partners have shared, walk to a new partner and again share "Something I appreciate..."
- **End with hugs!**
Playing music during hugs can be very powerful. Choose music that is uplifting and/or inspirational (e.g. "Lean on Me" or "Love, Serve & Remember").