

# **ENGAGING ONLINE MEETINGS**



GREAT MEETING

LOUSY MEETING





**The group needs to be focused on the same goal in any planning or decision-making process**

**It's important to take the time to carefully define**

***Purpose***

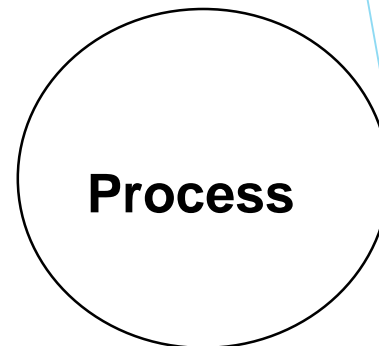
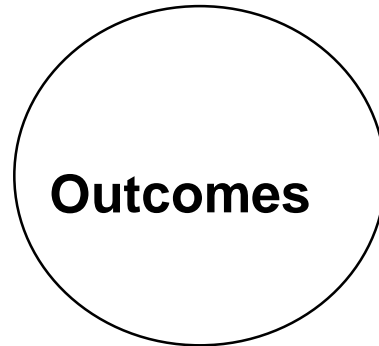
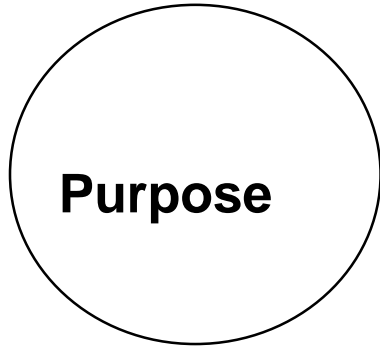
***Outcomes***

***Process***

**P**

**O**

**P**



***WHY***

*is this important?*

***WHAT***

*do we most need  
to accomplish?*

***HOW***

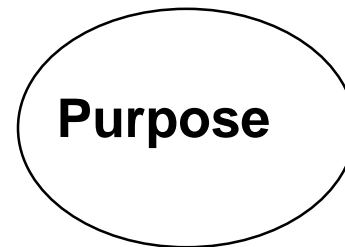
*will we accomplish  
the outcomes?*

**Each layer of the POP model is built on the one before it. If at any point there is confusion or uncertainty in people's minds, the best response is to work your way back and re-check the quality of the previous step.**

# Example of a Purpose:

- ▶ To convene a regional group of the organization's members to plan a campaign against foreclosures and support families who are going through foreclosure proceedings.

**P**



***WHY***  
*is this important?*

# Example of Outcome

- ▶ Participants will gain a deeper understanding of organizing; Participants will deepen their understanding of housing issues; strengthen relationships, deepen trust and move towards more collaboration; the organization will adopt an campaign and program plan for the coming year.

**O**

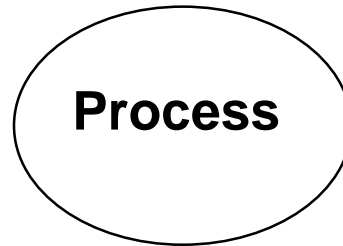
**Outcomes**

***WHAT***  
*do we most need  
to accomplish?*

# Example of the Process:

- ▶ Welcome and Introduction
- ▶ Why We Are Here - History of Housing, Movements and Power
- ▶ Break
- ▶ Group Work - Foreclosure Campaign and Program Plan Brainstorm
- ▶ Campaign and Program Plan Framework
- ▶ Next Steps and Wrap Up

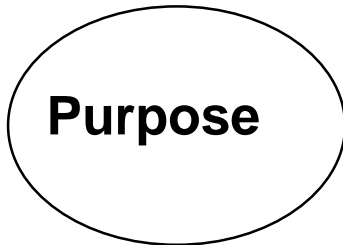
**P**



***HOW***  
*will we accomplish  
the outcomes?*

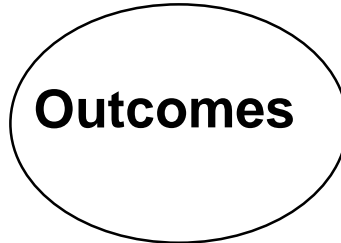


**P**



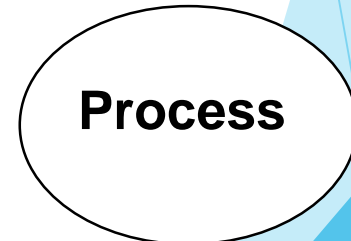
**WHY**  
*is this important?*

**O**



**WHAT**  
*do we most need  
to accomplish?*

**P**



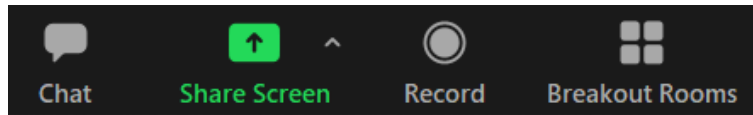
**HOW**  
*will we accomplish  
the outcomes?*



# CHECKLIST

- ✓ Always conduct a pre-meeting and 1on1 check-ins
- ✓ Be clear on roles and agenda
- ✓ Show up with a good attitude
- ✓ Do a logistics check: chat, mute, camera on/off, raise hand, share screen, break out rooms
- ✓ Establish community agreements
- ✓ Be aware of the “room” - who is engaged & who is not
- ✓ Practice active listening
- ✓ Utilize power point presentation when useful

# Online Meeting Opportunities



- ▶ Chat
- ▶ Circle Order

Toni --> Metzli --> Shakita  
--> Ana --> Amelie -->  
Zachary --> Ramla

I agree with what Shakita said and I feel comfortable to move on. Thanks for answering my question about this program!

## Chat

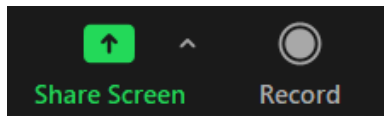
From Me to Everyone:

Emily Serafy-Cox (she/her) - Peace Development Fund. We are a national public foundation that raises money from the people to support grassroots movements through grants, technical assistance and capacity building.

Happy to be here today!

# Online Meeting Opportunities

- ▶ Share Screen
- ▶ Record



Zoom Meeting

Shakita Ana

Calendar - Emily Si x Agenda - OneDrive x Document.docx x Expected Donation x Recurring payment x Google Calendar - x

peacefund.sharepoint.com/w:/r/sites/PDFStaffManagement/\_layouts/15/Doc.aspx?sourcedoc=%7Bbcc4bce19-567d-4c9b-b22e-cc99fa99b4

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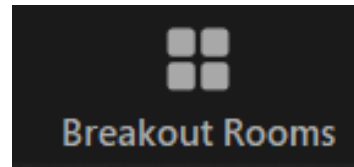
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Today's Agenda:

1. Welcome and Introductions
2. Outreach Program Update
3. Event Brainstorm – What organizations should we invite to participate in the event?
  - a. Progressive Neighbors Alliance
  - b. Make Art Not Jails Collective
  - c. Youth United for Justice
  - d.

# Online Meeting Opportunities

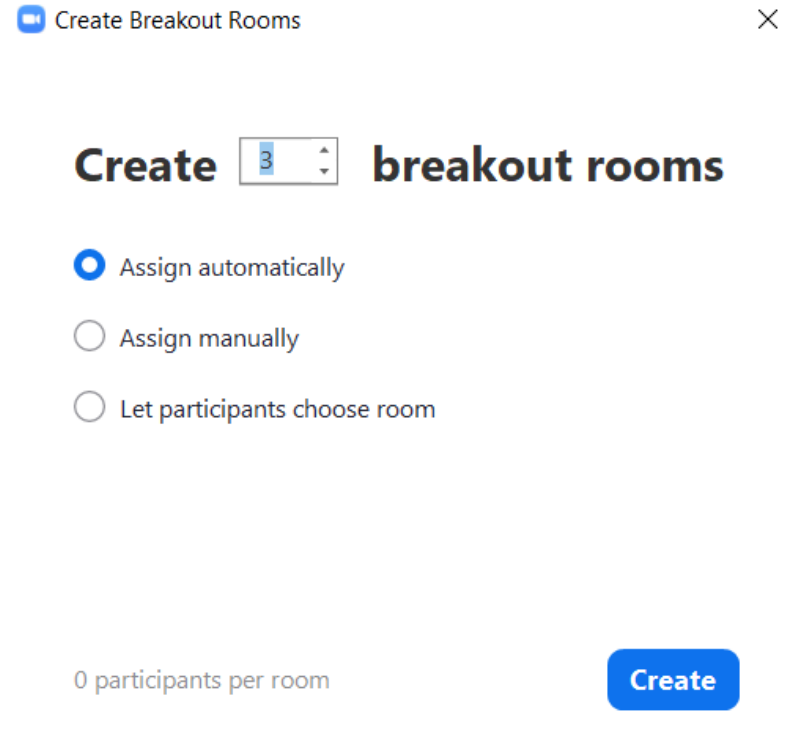
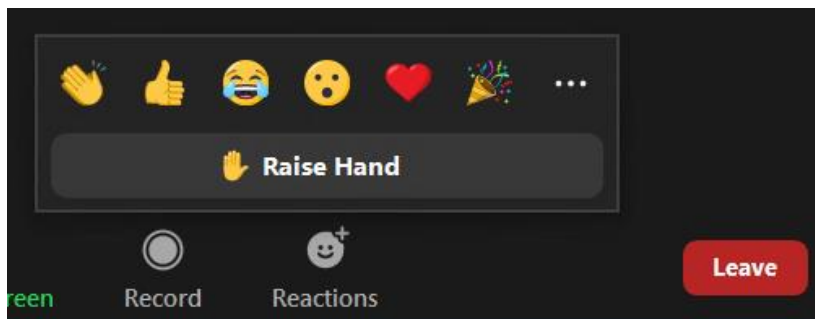
▶ Breakout rooms



▶ Reactions

▶ Raise Hand Function

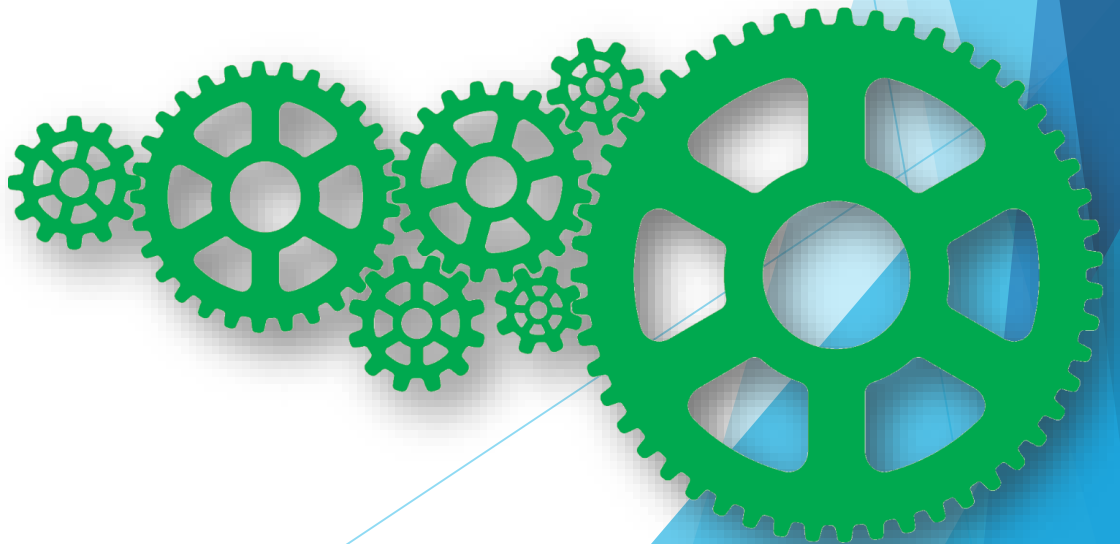
▶ Mute



# GROUP EXERCISE: PLANNING FOR A SUCCESSFUL MEETING

## As a group:

- Prepare an exciting meeting agenda
- Decide your purpose, outcomes, & process
- Assign roles
- Discuss logistics
- Report out any innovative elements of your meeting agenda



# QUESTIONS

