

Sample Agenda for Virtual Chapter Meetings



1. Welcome

- a. Review Zoom protocol and introduce the member who is moderating.
- b. Quick check-in
 - i. Possible questions: What was your favorite part of the week? What was a challenge? What's one word to describe how you are feeling right now?
- c. Review the purpose of meeting: To come together as a chapter to discuss updates, make a plan to address any issues, and prepare ourselves for what's coming next as a union.
- d. Review agenda (use the "share screen" function in Zoom, or pin it in the chat box).

2. Review Distance Learning Agreement

- a. Share "Key Points and Enforcement" document (email it to members before the meeting so that they can follow along, and use the "share screen" function in zoom).

3. Discuss any chapter-specific issues

- a. Is there anything in the agreement that our principal isn't following?
 - i. Make a plan for following the steps in the "Key Points and Enforcement" document. Set a time to follow up.
- b. Are there other issues, outside of the agreement, that are coming up?
 - i. Make a plan for how to respond. Use your CAT team to collect information and coordinate a response. Get details on the issue, and report back to your Area Representative.

4. Preparing for the upcoming fight: What happens now?

- a. As a union, we have been working to get an agreement with LAUSD that protects our rights as workers, that allows us the flexibility we need, and that supports our students. There are more issues to be negotiated with LAUSD. However, we must get ready for the fights that are going to be coming to us.
- b. The Covid-19 pandemic is exposing and widening the inequities that already existed in our society. We know that once this is over, millions of working people in California will be left in financial distress and our economy will be in a deep recession if not a depression. We must be ready to fight against cuts to the education budget and austerity measures. We cannot let 2008-2009 happen again.
- c. We are going to discuss this more across the union but I will be following up with you on how we get ready for that fight.

5. Next steps

- a. Remind members of any follow-up necessary for enforcing our agreement.

6. Set date for next meeting

7. Close

- a. Screen share a favorite picture from the strike or of your school.

Best Practices for Virtual Chapter Meetings

- *Moderators:* The chapter chair should facilitate the meeting. Before the meeting, recruit a member to be a moderator. The moderator will monitor the chat and keep track of “stack” and questions for the facilitator. The moderator should stay unmuted so that they can tell the facilitator who is up next.
- *Keep stack:* Keeping stack means keeping a list of who has asked to speak, and calling on them in order. Ask participants to type “stack” in the chat box if they would like to speak. You can also ask participants to type questions into the chat box.
- *Muting participants:* In any meeting larger than 10 people, mute participants automatically. As the host, you can unmute them when it’s their turn to speak.
- *Agendas:* Use the “share screen” button to share the screen with the agenda, or paste it into the chat box. You can also email it to your chapter ahead of the meeting.
- *Share meeting norms:* Let members know that they’ll be muted, and explain that the facilitator will keep track of stack. Review typing “stack” into the chat box to ask to speak. Remind members that they can also type a question into the chat box.