

Area Meetings

Nebraska Future Business Leaders of America

Area Meetings

You have decided to host an area meeting! Taking the initiative to host an area meeting gives you the ability to increase networking between chapters, develop your business and leadership knowledge, and have a good time.

The information in this packet will help you in the organization and the implementation of your area meeting. Good Luck!

Committees

Committee-A group of people organized to perform a certain function.

Reasons for Using Committees:

- Only a specific group of people are making the decisions, resulting in less confusion and more efficiency.
- Those who are members of the committee have a personal desire to help plan and run the meeting.
- Committees take the chaos of trying to organize a meeting, make decisions, and follow through on them.

Characteristics of a Successful Committee Member:

- Organized
- Motivated
- Goal Oriented

Special Guests

Along with inviting FBLA members to your meeting, invite special guests. Inviting parents, your school administration, local business leaders, state officers, and local media gives them the opportunity to learn more about your chapter. It also opens the door to projects in your school and community. At some point during the meeting, honor those who attended your meeting and present them a small gift as a token of your thanks. Gifts can even be FBLA related. Great gift ideas can be found at <http://www.fblamarketplace.com/>

Speakers

There are endless possibilities for selecting a speaker for your meeting. The following are a few of the possible ideas for speakers at your meeting:

- **Advisory Council Members**-Advisory council members are nominated by chapters to support and actively promote FBLA on the local, state and national levels. They are business leaders in their community and school administrators that have a desire to develop Nebraska FBLA and its members. The contact information for advisory council members is found in Section 2 of the Nebraska FBLA Handbook.
- **Local Business Leaders**-Bringing in local entrepreneurs gives members the opportunity to connect to their community. It also brings a local perspective to learning about the business world.
- **State Officers**-Your state officer team would be honored if you invited a member to attend your meeting. The officers can simply attend, bring greetings, or even give a presentation at your chapter. Contact the officer directly that you wish to attend your meeting. If the schools are close to one another, invite the officer's chapter to attend also! It boosts your attendance at the meeting.
- **PBL State Officers**-Connect to FBLA's sister organization, Phi Beta Lambda, by asking a state officer to speak at your meeting! The contact information for PBL state officers is located at www.ne-pbl.org.

Social Media

If you would like a person to speak at your meeting, but it is too far for them to travel, you can use social media to bring them to the meeting. Using Skype allows members to see the speaker, and allow the speaker to interact with members.

Agenda

Once you have invited chapters, special guests, and a speaker(s) to your meeting, begin to develop an agenda. An agenda (or program) gives guests an accurate list of what is going to happen in your meeting and when it will occur. Many people like to follow along with the agenda. The following is an example agenda of a meeting. Every meeting is going to be different; therefore, it is important to develop your own agenda to accommodate your meeting.

1. Opening
 - a. Welcome and thank chapters for attending
2. Chapter President's Welcome
 - a. Talk about what is occurring in the chapter
3. Introduction of Chapters in Attendance
 - a. If it is a small enough group, allow members to introduce themselves and what chapter they are from.
4. Greetings from State Officer
5. Opening Icebreaker
6. Keynote Speaker
7. Activity
 - a. Should Relate to the Keynote
8. Recognition of Special Guests
 - a. School Administration, Parents, Businesspeople in community
9. Prize Raffle
 - a. Door Prizes
10. Closing
 - a. Thank chapters again for attending
 - b. With them a safe trip home

Icebreakers

An icebreaker is an activity designed to relieve tension between people who do not know each other. Icebreakers are a great way to open meetings. They get people energized and get them talking and networking with one another. There are thousands of icebreakers on the internet. The following are a few example icebreakers that can be used at your meetings.

1. Complete the sentence

- In groups of about 4-8 have each person in the group complete a sentence. Here are some example sentences:
- Once upon a time, I...
- My ideal vacation is...
- The cartoon character I relate to most is...
- Anything that would get people talking can be used
- You may want to mix up groups after a go around to make it last longer and to introduce more members to one another.

2. Two Truths and a Lie

- Small groups
- Members give three facts about themselves.
- One of the three statements will be a lie.
- Following each person, allow some time for the other participants to reach a consensus about which one is false.
- The person who gave the statements tells the group which were true and which one was a lie.

3. Beach Ball

- Get a large inflatable beach ball and use a permanent fine point marker to write questions on it.
- Throw it into the group of people. The person who catches it has to answer the question touching their left thumb.
- Each person says their name, answers the question, and throws it to someone else.
- Example Questions:
 - What is your "15 minutes" of fame?
 - If you were invisible what would you do?
 - What one object in your home are you most proud about owning?
 - What song reminds you most of your life?
 - What is your favorite book and what is one thing you learned from it that you can use in the real world?
 - Fill in the blank: When I dance, I look like _____ .
- The questions can be as fun or as serious as desired.

4. Comic Strip Chaos

- Medium to large sized groups
- Each participant takes a turn at picking a comic frame out of the large container.
- Participants search for others with the same comic strip sequence, and they arrange themselves so that the sequences of frames to form the correct strip.
- Upon completion of sequence, the newly formed group sits down together.

5. Super Sally

- Small to medium sized groups
- Share your name with adjective that starts with the same letter as your first name and describes you.

- Everyone repeats your adjective/name combination back to you.

6. Who am I?

- Any size groups
- Group members will have a famous person's name taped to their back (i.e. Tom Brady, Drew Carey, Daniel Radcliffe etc.)
- The member's goal is to find out who they are.
- The participants move around the room asking others yes/no questions.
- If the member receives a "yes" answer, they can continue to ask that individual questions.
- If the member receives a "no" answer, they must move on and ask someone else.
- When a group member figures out who they are, they take off the tag, put it on the front of their shirt, and write their own name on it.
- Members who know who they are can help other members find out who they are.
- The exercise concludes when all members have discovered who they are.

7. Autograph Sheet

- Medium to Large sized groups
- Participants are given a sheet with various traits on it.
- Participants try to find a person in the group who fits one of the descriptions and the person's autograph next to the trait.
- Each person may sign each sheet only once.
- Examples:
 - Was born in another state _____
 - Does NOT have Facebook _____
 - Understands Parliamentary Procedure

 - Speaks another language _____

Miscellaneous

Food

Food is a great way to keep members around following your meeting. It also helps you fulfill one of the main goals of an area meeting: networking among members.

Door Prizes

People love free stuff. Why not give them the possibility to win free stuff at your meeting? Candy, food coupons, and water bottles are great ideas for door prizes. When members enter the meeting, have them write their name on a slip of paper and put them into a bucket. At a point through the meeting, draw names and allow members to select their prize.