

Ignite Your Meetings & Events HANDOUT

Agenda

- **Welcome & Go-Around:** My name is ___ and after my last meeting/event, I felt ___. *15
- **Objectives:** *2
 - Inspire you to create connected, inclusive meetings
 - Reset your understanding of what makes a good meeting
 - Give you tools and resources for planning your next meeting
- **Social Mixer:** Questions - What do you hope for in future library meetings/events?
- What's one thing your library is doing that you are excited about? *8
- **Read & Write:** read Principles for Equitable Meetings & answer questions below *5
- **1-2-4-All:** Questions - What strikes you about these principles?
- How are they different from meetings you've been to in the past? *15
- **Eval Go-Around:** Share your feelings about the work we did today in one or two words. *10
- Please fill out the conference evaluation form and our poll in Whoova to let us know if we reached the stated objectives and to share any questions that you have.

Tips for Equitable Meetings

Meetings work on two levels: **Content** and **Process**. Greater equity can be infused into meetings through intentional Process. If you are presenting much of the information within the meeting (Content), you may want to ask someone to facilitate and handle the Process. It's hard to think on both levels while the meeting is happening.

Make your **Agenda** a tool for transparency and shared responsibility by:

- including each topic and its objectives
- naming the presenter for each topic – try to spread this task out
- identifying who will be filling other roles like timekeeper and notetaker

Start the meeting with a timed **Go-Around** that will help connect participants on a human level. Go-Arounds start your meeting off with a pattern of equitable participation and passing is always allowed. Some ideas for prompts are:

- What are you reading/watching/listening to?
- What's your best library experience this week?
- What feeling are you coming into this meeting with?
- Finish this sentence: One thing I'd like to see (or see more of) at our library is...

Engagement flows all ways – make sure you are creating listening and speaking opportunities for ALL participants throughout the meeting. Openings to speak can be structured as one-on-one or small group work to save time.

Principles in Dynamic Balance for Equitable Meetings

Include All Voices

Every person brings value.
Make space and safety so that
all voices can be heard.

Respect Time

Do things in a meeting that must be done in a
meeting. If it can be accomplished successfully
in another format, remove from agenda.

Know Your Goals

Take time to figure out what outcomes you
(leadership) wants from the meeting
and make sure that you plan strategically for that.

Feelings Matter

Safety is created with respect and gratitude.
Teams work at their highest level when trust
pervades the work environment.

Mistakes Are Good

Trying something new is brave and learning what
doesn't work helps everyone when failures
(as well as successes) are celebrated.

Connect & Understand First

Spend adequate time investigating
and reflecting upon an issue
before trying to solve it.

Honor Those with Direct Experience

Those closest to a problem have localized
understanding – make sure their stories are
accessible to all problem-solvers.

Share Responsibility

There are many roles in a meeting or event.
Dole them out as much as possible to foster
ownership and benefit from diverse views.

De-emphasize Power Structure

There are default hierarchies in place everywhere.
If you are not implementing equitable participation,
many people will default to established patterns.

Change Doesn't Have to Be Radical

Subtle shifts in the way that
you are already doing things
can have enduring effects.

Embrace Uncertainty

Already having the answers shuts down
creativity. Ask for help understanding and
solving problems and be open to all responses.

Prioritize Cultural Competency/Awareness/Humility

Opportunities to learn about diverse ways of
thinking are gold! Try to recognize these moments
and share appreciation for a new perspective.

References

Liberating Structures (facilitation)

book - *The Surprising Power of Liberating Structures* by Henri Lipmanowicz & Keith McCandless
website - www.liberatingstructures.com

Social Learning (partnership)

Community Engagement Fellows website - www.cefellows.org

FISH! (positive work environment)

website - fishphilosophy.com/what-is-fish/

Learning Organizations (cooperative evolution)

book – *The Fifth Discipline* by Peter Senge

website – www.vectorsolutions.com/resources/blogs/what-is-a-learning-organization/

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