**Sample Chapter Meeting Agenda**

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Pasadena California Chapter of the Weston A. Price Foundation

**Special Note** – Running our chapter meetings is a group effort, so we like to show plenty of appreciation for all the participation and volunteering, with lots of recognition, gratitude, and thanks all around! This is what keeps our chapter going!\*

6:30-7:00 Gathering

7:00-7:15 Welcome/Introductions

7:15-8:00 Potluck Dinner

8:00-8:15 Community Announcements & WAPF News

8:15-9:00+ Educational Event

9:00+ Clean-up, Networking, & Goodbyes!

**Pre-Gathering** – If there is a guest speaker who needs help setting up, then the person running the meeting (MC) will make arrangements to show up as early as needed by the guest speaker to provide help setting up, making sure the technology works, and setting up chairs/tables/furniture if necessary. Also, if a chapter leader wishes to display promotional material such as brochures, samples of the Wise Traditions journal, or any flyers or posters, this is the time to do it.

**Gathering** – The gathering is casual. People put their food on the buffet table as they arrive, and if needed, they may help set up the dining area and/or guest speaker area.

**Welcome/Introductions** – MC introduces him- or herself and the chapter co-leaders, if there are any present. MC welcomes everyone, and if there are newcomers, the MC gives a very brief overview of what we’re about, and who was Weston A. Price. If the meeting is small (under 20 people), the group stands in a circle and each person introduces him- or herself and tells the group a little about the dish they brought for the potluck dinner. If the group is over 20, we usually skip the introductions around the circle and just do the welcome by the MC. We provide index cards so participants may label their dishes with the name of the dish and the ingredients, especially for larger groups.

**Potluck Dinner** – We usually allow at least 45 minutes to eat. During this time, we pass around a basket to collect a rental fee of $3 cash per person. If you need to collect money for anything, this is a good time to do it! Towards the end of the meal, we request that everyone bus their own space and help with washing dishes before the speaker gets started. In January 2019, we will start encouraging people to bring their own plates and utensils, to encourage Zero Waste! But we still have the option of using the dishware that comes with the rental.

**Community Announcements** – We give everyone in the community an opportunity to share about goings-on in our area, such as open houses, health practitioner events, educational events, conferences, farm tours, special deals on nutrient-dense foods, or whatever sales or other events may be coming up. We strongly encourage community participation and strive to create opportunities for both vendors and consumers. Following our Community Announcements, we share announcements from the Foundation and any news about upcoming chapter events, action alerts, or initiatives. If we are doing a fundraiser, that gets discussed during our Community Announcements as well. Community Announcements always directly precede the introduction of our guest speaker or educational event.

**Educational Event** – This could be anything, so the time varies. If we want to show a film that’s over an hour long, we start the meeting with Community Announcements and then show the film during the potluck dinner. Presentations lasting less than one hour take place after dinner. Presentations may include food demos, lectures, lessons, or anything. If the presentation is a lecture, we suggest that the speaker plan to spend no more than 30-45 minutes speaking, and leave at least 15 minutes for Q&A. (When speakers talk longer than this, it gets too late since our meetings are on weeknights after dinner. Then people start leaving before the speaker is done and before the Q&A.) We tend to rotate our subjects between food, farming, and the healing arts. Some examples of potluck dinner events we have sponsored include:

Lectures

Movie Nights

Cooking Demos

Ethnic Nights

Holiday Celebrations

Bring a Friend and Share Your Story

Exchange of Ideas for Future Chapter Meetings and Events

**Clean-up, Networking, & Goodbyes\*** – Some folks leave as soon as the educational event and Q&A are over, and others stay to chat or help out with the clean-up. We like to leave the venue as clean or cleaner than we found it so we can build a mutually respectful long-term relationship with the owner/manager of the venue. If any monies are due for the venue rental, we leave them in the designated area at this time.

\*When saying goodbye to the group, we always publicly acknowledge people’s contributions to the meeting with heartfelt appreciation and gratitude! When saying goodbye to individuals, I make every effort to acknowledge and thank them one-on-one as well!