

**Arizona Education Association  
Site Meeting Agenda  
HB 2823 Membership Organizing**

<b>MEETING OBJECTIVE:</b> Recruit and Retain members			
<b>TIME</b>	<b>ACTIVITY</b>	<b>RATIONALE</b>	<b>MATERIALS</b>
Pre-meeting	Announce the meeting for all school employees.....The meeting needs to be held before or after school.	Hold meeting outside of your contract time	
1 minute	<b>Introductions</b> <ul style="list-style-type: none"> <li>• Be sure to have everyone sign in</li> <li>• <i>Recognize members and ask potential members present to join at the beginning and at the end.</i></li> </ul>	It is important to record who is present...collect data.	Sign-in sheet Membership forms
10 minutes	<b>Explanation about the legislation - House Bill 2823</b> Refer to the Talking Points HB 2823 provided	It is important for people to understand the severe impacts of this bill	<b>For Site Leaders</b> Talking Points <b>HB 2823</b> <b>Handouts for Meeting Attendees</b> Copies of the Bill Summary Take a Stand Flyer
5 minutes	<b>Questions/Feedback from participants</b>		Optional: Chart paper Easel Markers
5 minutes	<b>What's Next:</b> <ul style="list-style-type: none"> <li>• If this meeting is held before <b>March 14, 6:30 p.m.</b> announce the AEA member conference call on <b>March 14, 6:30 p.m.</b> for an opportunity to learn about the bill and ask questions.</li> <li>• For those of you that are members in the room you will be receiving a commitment card sharing AEA's recent retirement lawsuit victory asking you to volunteer and make us more powerful.</li> </ul>	It is important to provide an opportunity for members wishing to learn more about this legislation, hear from the AEA lobbyist and then be able to ask questions and answers, have members call:  Toll Free: 877-397-0291  Enter Pass code: 469678#	
5 minutes	<b>Take Action</b> Send a message to your Legislators and sign up for the Legislative Update: visit <a href="http://www.arizonaaea.org">www.arizonaaea.org</a> <u>Express the importance for potential members to join: "If you're not a member, join now."</u> Clarify the special dues rates for the rest of the year.  <b>Thank everyone for attending</b>	Engaging people in some activity is important to build their understanding and create energy, along with building your local's capacity.	Membership forms (be sure to have the current dues info)

**FOLLOW UP ACTIONS FOR THE SITE LEADER**

Seek out individuals who are not in the room to share this information on the Take a Stand flyer.  
Fax a copy of the sign in sheet to Roxanna Horine at AEA HQ 602-240-6887.