

**Arizona Education Association
Site Meeting Agenda UPDATED MARCH 13, 2012
HB 2823 Membership Organizing**

MEETING OBJECTIVE: Recruit and Retain members			
TIME	ACTIVITY	RATIONALE	MATERIALS
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	Introductions <ul style="list-style-type: none"> • Be sure to have everyone sign in • <i>Recognize members and ask potential members present to join at the beginning and at the end.</i> 	It is important to record who is present...collect data.	Sign-in sheet Membership forms
10 minutes	Explanation about the legislation - House Bill 2823 Refer to the Summary of AEA amendments provided	It is important for people to understand the aspects of this bill that were very detrimental and how the AEA sponsored amendments changed the bill in its final form.	Handouts for Meeting Attendees Copies of the Bill Summary w/Amendments Summary of changes AEA made to the bill
5 minutes	Questions/Feedback from participants		Optional: Chart paper Easel Markers
5 minutes	What's Next: <ul style="list-style-type: none"> • If this meeting is held before March 14, 6:30 p.m. , announce the AEA member conference call on March 14, 6:30 p.m. , for an opportunity to learn about the bill and ask questions. • Members will be receiving a commitment card sharing AEA's recent retirement lawsuit victory asking you to volunteer and make all of us more powerful. 	It is important to provide an opportunity for members to learn more about this legislation, hear from the AEA lobbyist, and then be able to ask questions and get answers. Have members call: Toll Free: 877-397-0291 Enter Pass code: 469678#	
5 minutes	Take Action Send a message to your legislators and sign up for the Legislative Update: visit www.arizonaaea.org Express the importance for potential members to join: " <u>If you're not a member, join now.</u> " Clarify the special dues rates for the rest of the year. Thank everyone for attending	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.