

# Virtual Meeting Agenda

Agenda for \_\_\_\_\_ (your club name) \_\_\_\_\_ 4-H meeting.

Meeting link: \_\_\_\_\_ Date and Time: \_\_\_\_\_

## **MEETING**

**Call to order** - Meeting host mutes all except President, who will call the meeting to order

**Pledges** – President selects two members to lead the pledges, host shares slide of American flag and 4-H pledge, if possible. Unmute all for pledges.

**Roll call** – Secretary asks the attendance question and follows one of the following options:

option 1: secretary calls the roll and each member verbally responds (all unmuted)

option 2: secretary asks all members to type their name and answer to the question into the chat box for attendance

**Minutes of previous meeting** – Secretary reads the minutes of the previous meeting. Minutes must be voted on for approval with a motion and second.

**Treasurer's Report** – Treasurer shares account balances and transactions. Even if there is no change from the last meeting, the treasurer report must be completed and approved

**Officer Reports** – Other officers (Health, Safety, Environmental, etc.) give their reports

**Committee Reports** – Committee chairs give reports from their committee work

**Old business** – review items of business from previous meetings that need attention

**New business** – discuss new club business

**Announcements** – 4-H volunteers give club and county announcements

**Remarks from visitors** – any visitors from the meeting are invited to share information

**Adjournment** – motion, second, and vote required

**Recreation/Social activity** – lead by recreation officer(s), teen leader, or club advisor

# Virtual Meeting Considerations

## Club Volunteers

1. Your club officers should run virtual meetings, just as they do in-person meetings.
  - Consider electing a technology officer that can assist with hosting virtual meetings
2. Build an agenda, including old and new business, with your officer team prior to virtual meetings. Share this agenda with membership prior to the meeting.
  - Sharing an agenda in advance will allow members to prepare and make virtual meetings more efficient.
3. You need to designate an advisor or technology officer to be the meeting host. This person will:
  - Mute and unmute all members as needed
  - Share screen with prepared slides, flyers, etc.
  - Monitor the meeting chat box and ensure members without a microphone can participate through the chat.
  - Send out meeting link to organizational advisor or entire membership, if needed
4. Virtual club meetings should still include a social and/or learning aspect. This could be:
  - Recreation (see virtual recreation idea resource)
  - Demonstrations – live or prerecorded
  - Project check in – use breakout rooms for specific project areas to meet with advisors
  - Guest speakers – you can invite a guest to your meeting to speak to the club about their career or a specific topic. Virtual meetings will give you even more flexibility in bringing in unique guest speakers who may not have been able to travel to an in-person meeting.

## Club Officers

1. Prepare your part of the meeting in advance. This is even more important in a virtual environment. You will need to keep the meeting moving forward in order to hold members' attention.
2. Keep in mind that some members may have technology limits. Not everyone has a camera or microphone to help them participate. Sending materials in advance and utilizing the chat feature can help you keep those with technology challenges involved.
3. YOU manage the meeting. Your advisors are there to help you, but ultimately this is YOUR club. If you need to meet with advisors prior to the meeting to ensure you cover everything that is needed, do that well in advance.
4. To increase a feeling of belonging, select a theme for each club meeting. This could be voted on during NEW BUSINESS for the next meeting. Examples: Wear a funny hat, bring a stuffed animal, dress as your favorite movie character, or twin with your mom or dad. You could award small prizes to most creative participants.
5. Be a ROLE MODEL during your virtual meetings. Be attentive, speak up when appropriate, and actively participate in recreation and recreation activities. Your members will do what you do and adopt the same attitude that you do!



# Virtual Meeting Considerations

## Club Members

1. Backgrounds – make sure that if your camera is on, that you are in a location with an appropriate background. You can also choose to use a virtual background, like a photo from 4-H Camp, fair, or the 4-H Clover.
2. Noise – make sure that you eliminate any background noise, like the television or radio, and avoid having side conversations when your microphone is on.
3. Turn on your camera if possible. Being able to see each other will make the meeting a more enjoyable experience for everyone.
4. If you have multiple siblings using the same device, try to sit together so that everyone can be seen and heard.
5. Mute your microphone unless you are the one talking.

## Other considerations and ideas

1. Give time at the beginning and end of each meeting for open discussion and connection between members. When your club meets in person, there is mingling at the beginning and end of a meeting, so allow unstructured time for that in a virtual setting as well.
2. If there are more than 20 members in your meeting, consider using the chat feature for club dialogue or the raise your hand button to be recognized by the President or advisor for a turn to speak.

## **Demonstrations**

Youth can choose to do a live demonstration during the meeting or make a video demonstration before the meeting that can be shared during demonstration time. Be sure to allow time for questions after all demonstrations.

## **Voting**

The polling feature can be used while voting on business. Clubs might also elect to vote via the chat box, a raise of hands, or verbally by roll call. Keep in mind that when siblings are sharing one device, the polling feature may only allow them to vote one time, which may not reflect the actual number of participants.

## **Meeting Theme**

Voting on a theme for each meeting is an easy way to provide a sense of belonging and kick off virtual meetings with something fun to share. Examples of meeting themes are wearing funny hat, dress as your 4-H advisor, bring a stuffed animal, or dress for your favorite holiday. Be creative and let members suggest and vote on the next meeting's theme.

## **Monthly Club Challenges**

Give your members a challenge for the month that they can complete at home and share on your social media page or at the next virtual meeting. Examples of challenges are taking a photo with your project, paint and hide a 4-H rock, make up your own recipe, or create an art project that includes the 4-H Clover. These challenges may help keep youth connected and engaged while participating in a virtual environment.



**Compiled by:**

Amanda Raines, 4-H Educator, [raines.74@osu.edu](mailto:raines.74@osu.edu)

Mark Light, 4-H Educator, [Light.42@osu.edu](mailto:Light.42@osu.edu)

Kelly Coble, 4-H Educator, [coble.19@osu.edu](mailto:coble.19@osu.edu)

Tori Kirian, 4-H & FCS Program Assistant, [kirian.31@osu.edu](mailto:kirian.31@osu.edu)