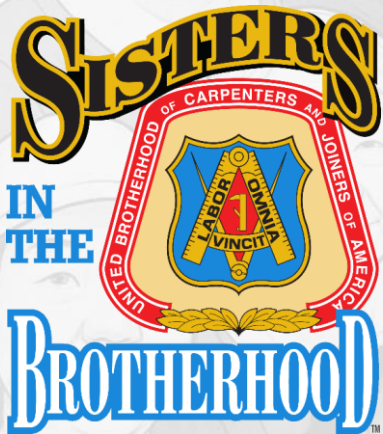


How to Host an In-Person Meeting

For Sisters in the Brotherhood
Committee Chairpersons



This guide is a Sisters in the Brotherhood Capacity Building Project initiative,
funded in part by Women and Gender Equality Canada.














Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada

Canada

Table of Contents

-  **Welcome! Let's Get Started.....2**
-  **Before the Meeting – Plan and Prepare.....3**
-  **During the Meeting – Lead with Confidence.....6**
-  **Ending the Meeting – Finish Strong9**
-  **After the Meeting – Keep Things Moving.....10**
-  **Meeting Checklist for Chairpersons.....11**
-  **You've Got This!.....12**
-  **Appendix A: GOALS Meeting Preparation Template13**
-  **Appendix B: Robert’s Rules of Order Cheat Sheet.....14**
-  **Appendix C: Sample Agendas for Formal and Informal Meetings.....15**
-  **Appendix D: Tips for Hybrid Meetings16**

Welcome! Let's Get Started

Hello there, Chairperson!

If you're new to hosting in-person meetings, don't worry! This guide is here to help you every step of the way. We'll use simple language, friendly tips, and practical steps to help you feel confident running a meeting in your local office.

There are also some handy checklists, templates, and resources at the end of the guide.

What is an in-person meeting?

Meeting in person helps build a strong sense of connection and community. It allows people to talk openly, read body language, and feel part of something meaningful. Some members find it easier to focus, engage, and feel supported when they're gathered in the same room.

Be thoughtful in your planning

Some Sisters may be driving in after work or juggling responsibilities like childcare. This guide includes helpful tips for offering refreshments, keeping meetings on time, and even offering a hybrid (online + in-person) option so more members can join in a way that works for them.

Need support?

Your local area office can help with booking rooms, printing materials, or sharing updates with members. And if you'd like a French version of this guide, please contact SIB@ubcja.ca.

For more help, you can also contact your SIB Council Point of Contact:

Cassandra Whalen	Atlantic Canada Regional Council (ACRC)	(709) 725-7395	cwhalen@acrc.ca
Annie Breton	Quebec Regional Council (QRC)	(514) 355-1141	abreton@crqubc.ca
Rita Moore	Millwright Regional Council (MRC)	(416) 757-8754 ext.2	rmoore@ubcmillwrights.ca
Ivannia Garza	National Construction Council (NCC)	(778) 791-7116	igarza@ubcja.ca
Kristine Byers	Carpenters' Regional Council (CRC)	(587) 385-8078	kbyers@ubcja.ca
Rachelle Premack	Canadian District and Carpenters' Regional Council (CRC)	(236) 464-4016	rpremack@ubcja.ca

We wish you much success as a SIB Committee Chair!

In Solidarity,

SIBCAP

Before the Meeting – Plan and Prepare

1. Pre-Planning: Learn About Your Group's Needs

- If you are new to chairing meetings, consider sending a survey to the group.
- Use tools like Survey Monkey, Google Forms, or Microsoft Forms to create your survey. Ask your local area office for help in setting this up and collecting feedback, if required.
- In your survey, ask about:
 - Preferred days and times for meetings
 - How often they'd like to meet (monthly, bi-monthly, quarterly)
 - Childcare needs
 - Accessibility needs (e.g., mobility support, hearing assistance)
 - Dietary restrictions (for snacks/refreshments)
- Use this information to plan a meeting that works well for most attendees. This will inform you about how the meetings should be set up on the go-forward.

2. Use the GOALS Method to Prepare

One way to help prepare your meeting is to use the GOALS method:

- **G = Goals:** Write down the main goals of your meeting—what you want to achieve.
- **O = Outcomes:** Think about why these goals are important and how they help the group.
- **A = Activities:** List out what will happen during the meeting, who will do what, and how much time it will take.
- **L = Logistics:** Plan the location, directions, materials needed, and anything people should bring.
- **S = Strategy:** Talk to key members ahead of time to understand any concerns or support and fix any issues before the meeting.

* See [Appendix A](#) for a GOALS meeting planning template.

3. Decide if the Meeting Will Be Formal or Informal

Key Differences Between Formal and Informal Meetings

Formal meetings follow a clear structure and agenda. They usually include specific steps like roll call, reading and approving past minutes, presenting reports, and following rules such as Robert's Rules of Order. These meetings are often used when important decisions need to be made or when records need to be kept.

Informal meetings are more relaxed. While they may still follow an agenda, they leave more room for open conversation, team-building activities, and flexibility. Informal meetings are great for brainstorming, connecting with others, and building community in a more casual way.

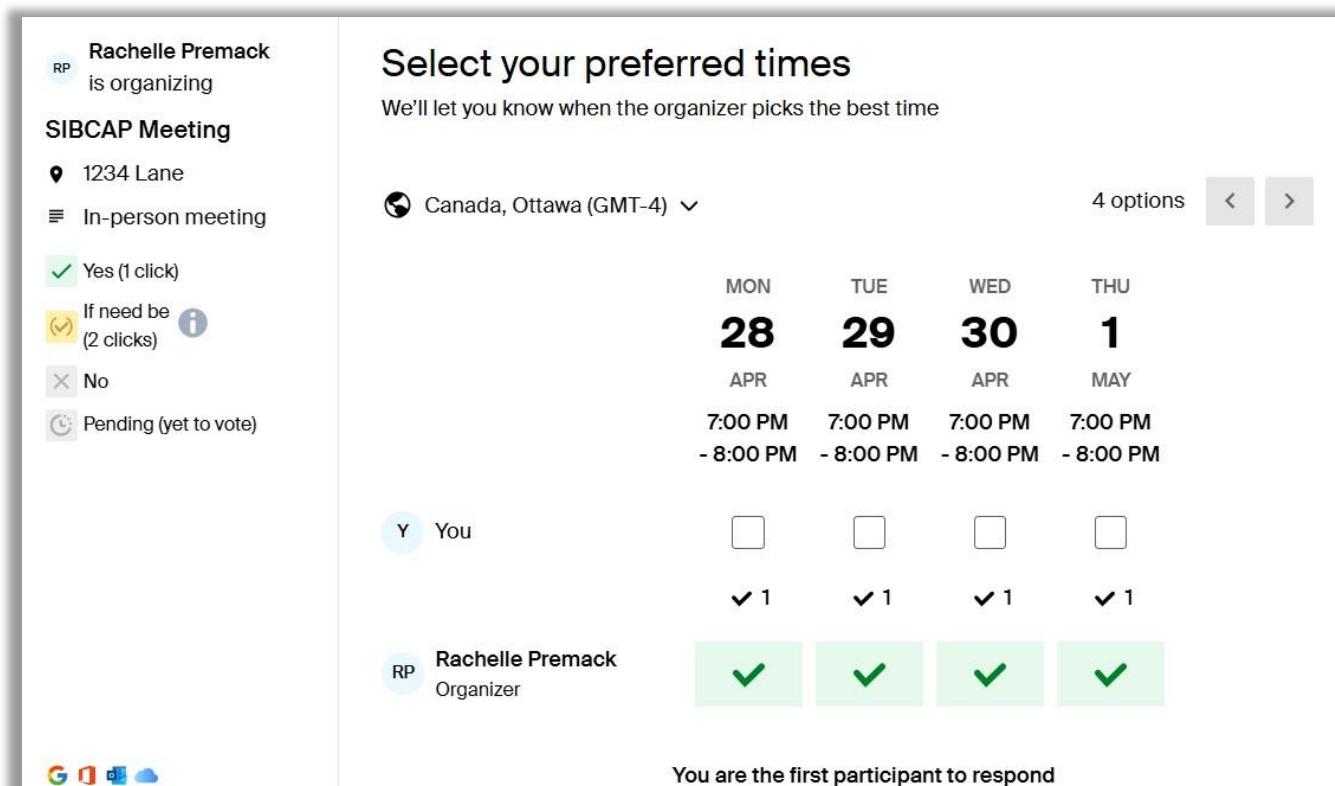
Both types of meetings have value—it depends on the purpose and goals of the gathering.

*See [Appendix B](#) for a cheat sheet of Robert's Rules of Order, commonly used as a standardized method to reach consensus in a fair and organized way.

*See [Appendix C](#) for sample formal and informal meeting agendas.

4. Pick a Date and Time

- Choose two or three possible dates and times and send them by email to the group. Ask which date works best. Try to find a time that suits most people.
- Consider that many attendees may be driving after work and may have a significant commute, rush-hour considerations, or family obligations.
- Plan for a meeting length of one or two hours and be mindful that many participants may have children at home.
- Consider using Doodle, which is an online polling tool. With Doodle, you can easily see the preferred date and time without having to read through all your email responses. Doodle is easy to set up, and the free version has everything you need.
- Click here for more information on [how to get started with Doodle](#).



The screenshot shows a Doodle poll titled "SIBCAP Meeting" organized by Rachelle Premack. The poll is for an in-person meeting at 1234 Lane. The location is set to Canada, Ottawa (GMT-4). The poll shows four options for dates and times: Monday, April 28 (7:00 PM - 8:00 PM), Tuesday, April 29 (7:00 PM - 8:00 PM), Wednesday, April 30 (7:00 PM - 8:00 PM), and Thursday, May 1 (7:00 PM - 8:00 PM). The poll is currently open, and the organizer, Rachelle Premack, is the first participant to respond, with all four options marked as "Yes" (indicated by green checkmarks).

Rachelle Premack is organizing

SIBCAP Meeting

1234 Lane

In-person meeting

Yes (1 click)

If need be (2 clicks)

No

Pending (yet to vote)

Select your preferred times

We'll let you know when the organizer picks the best time

Canada, Ottawa (GMT-4) 4 options

MON	TUE	WED	THU
28	29	30	1
APR	APR	APR	MAY
7:00 PM - 8:00 PM	7:00 PM - 8:00 PM	7:00 PM - 8:00 PM	7:00 PM - 8:00 PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓ 1	✓ 1	✓ 1	✓ 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You

Rachelle Premack
Organizer

You are the first participant to respond

5. Book a Room

- Contact the area office manager to reserve a meeting room.
- Make sure the room is the right size for your group.
- Check that the room has enough chairs and a table for everyone to sit comfortably.
- Ask about the temperature control of the room to ensure attendees will be comfortable.
- Look for extras like whiteboards, flipcharts, or a projector (if needed).
- Consider any accessibility needs of members to make sure everyone can participate fully.
- Ask about parking availability for attendees who are driving.

6. Consider a Hybrid Option

- If some people can't join in person, consider including a hybrid component. This means that those who cannot attend in person can attend virtually.

* See [Appendix D](#) for tips to set up a hybrid meeting.

7. Send an Invitation

- Email everyone the meeting info. Your invitation should include the following information:
 - Date
 - Time and duration
 - Location
 - Agenda
 - Anything to read ahead of time, included as an attachment.
- Add directions or parking details if needed. Consider adding a Google Map link for GPS access.
- Share information about childcare options, if applicable.

8. Get Materials Ready

Your area office should be able to offer help with your materials preparation:

- Print agendas, attendance sheets, and volunteer sign-up sheets.
- Arrange for pens, paper, name tags, markers, or anything else you need.
- Test any equipment like projectors or laptops.

9. Consider Refreshments

- Offer light snacks and drinks, especially if it's after work.

- Check the survey results for dietary needs before finalizing your snacks.
- Check to see if someone in the office can help with arranging refreshments. In some cases, they might have an onsite cafeteria or lunchroom available.

10. Plan for Support Roles

As the meeting chair, your key responsibility is in planning the meeting and in leading the agenda and discussions. It would be very difficult to also take meeting notes or minutes.

Ahead of the meeting, arrange for someone to help with:

- Taking notes or minutes.
- Taking or verifying attendance.

If you have a hybrid component, have a person available to support online attendees.

During the Meeting – Lead with Confidence

1. Arrive Early

Arrive 30 minutes (or more) ahead of time to set up the room. You might need to:

- Arrange the tables and chairs so that everyone can hear, see, and participate.
- Set out any forms or handouts like attendance sheets, volunteer sign-up sheets, or printed agendas.
- Test the projector if you are using one.
- Set out refreshments.
- Check the temperature.
- Be available to greet people as they come in.
- Test the online meeting link and audio settings if you have included a hybrid component.

2. Welcome Everyone

- Greet people warmly.
- Use name tags or name tents if people are not familiar with each other.
- Aim to use people's first names to build relationships.

3. Start On Time and Share Housekeeping Items

Refer to your agenda and any handouts you have shared.

Share information about:

- Where washrooms are located.
- If there are any breaks.
- Where the refreshments are located.
- Where the muster point is in case of an emergency.

As well, ensure everyone puts their phones on silent mode.

4. **Set the Tone for the Meeting and Establish Ground Rules**

- Start and end on time.
- Follow the agenda.
- Let people know how they can participate (for example, one at a time in sequence after raising their hand).
 - You can also set a time limit for how long each person can speak.
 - Discourage side conversations while someone is speaking.
- Respect everyone's ideas.

5. **Group and Small Group Activities**

For groups who are unfamiliar with one another, consider starting with a quick activity or question so everyone can get to know each other.

Icebreakers are a great way to help people relax and to keep your audience engaged. They also help build a sense of community and set the tone for your meeting.

Icebreaker activities

Whole group

If this is the first time everyone is meeting, it can be a good idea to have everyone go around the room and introduce themselves. You can ask them to share their name, where they are working, and a fun fact about themselves.

Another whole group activity is to ask each person to share one word that describes their current mood. This will give you a sense of how everyone is doing.

Paired or small group activities

It can also be fun to do paired or small group activities. Here are some ideas:

- Which of your mentors had the biggest effect on you growing up and why?

- What book are you reading right now? What TV show are you watching right now?
- What was your first job and what did you learn from it?
- What band or artist will you always get you singing or dancing?
- If you were stranded on a deserted island, what foods or music would you choose?

7. 🎉 **Champion Others by Celebrating Success and Accomplishments**

Take a few moments to acknowledge or recognize achievements among the group. Celebrate new apprentices, increased participation, journey status, birthdays, membership, or funding announcements.

8. 🗣️ **Encourage Participation**

- Don't allow people to dominate the conversation.
- Make sure everyone gets time to speak.
- Call on quieter members by name.
- Ask open-ended questions like "What do you think?" or "How would you solve this?"
- Be an active listener. Wait until the person finishes to speak.
- If you or someone else is not clear about what someone has said, ask the speaker to repeat what they said. Alternatively, you can paraphrase or summarize what you heard to verify the key messages.

9. 🌈 **Handle Disagreements with Care**

- Stay calm and respectful.
- Paraphrase or repeat what was said to make sure you understand.
- Try to determine the reason for the disagreement. Ask questions like: *"Why do you think this will not work?"* or *"Why do you feel that way?"*
- Ask for ideas, not just problems: "What else do you think we could do?"
- Watch for signs when people agree or need more time to talk. Do not move on until you're certain that everyone agrees or understands.

10. 🤝 **Share Responsibility**

- Let others help—people are more committed when they feel included.
- Ask for volunteers to help with tasks as they come up.

- Operate on consensus, which includes general agreements everyone can accept.

11. 🌟 Be a Role Model

- Have control of the meeting. If participants get off track, refer back to the agenda.
- Be honest, open, and clear.
- Smile and keep a good attitude. Maintain a sense of humour at all times. This works wonders.
- Model the behavior you expect from others.
- Show appreciation for people's ideas – thank people for expressing their thoughts, ideas and even for showing up. At the beginning of the meeting consider opening by saying: *"I believe all your ideas are important in making this meeting successful."*



Ending the Meeting – Finish Strong

1. 🔄 Recap Key Points

- Review what was decided.
- Go over who is doing what and when.

2. ? Final Questions or Comments

- Invite last-minute thoughts or questions.
- Say thank you for everyone's ideas and contributions.

3. 🎬 What's Next?

- Share next steps or next meeting date.
- Let people know how they'll get notes or updates.
- Commit to a date to send notes – in two days or by the end of the weekend. Follow through.

4. 🌸 End with Gratitude

- Thank everyone again and close on a positive note.



After the Meeting – Keep Things Moving

1. Follow Up

- Send a short email with notes and action items.
- Thank any helpers who helped with the meeting (attendance takers, note-takers, or logistics coordinators).

2. Reflect

- Think about what went well and what could be better next time.

3. Ask for Feedback

Plan a quick debrief with those who helped during the meeting. Ask if they noticed any areas that could be improved to help with future meetings.

Meeting Checklist for Chairpersons

Use this list to make sure you've covered everything!

Before the Meeting

Send out pre-meeting survey to ask about preferred days, times, frequency, accessibility, childcare, and dietary needs.	
Decide if your meeting will be formal or informal.	
Based on the survey feedback, finalize a date and time.	
Contact the area office manager to book a room (consider size, accessibility, parking).	
Create your agenda. Consider using the GOALs method for planning.	
Decide if your meeting will be in-person or hybrid.	
Send email meeting invite and information. If there is a hybrid component, include the meeting link.	
Order light snacks/refreshments.	
Print: <ul style="list-style-type: none">• Agendas• Attendance sheet• Volunteer sign-up sheet	
Gather supplies (pens, paper, markers, flipcharts).	
Set up tech if applicable (projector, laptop, Zoom).	
Assign note taker and attendance taker.	
Plan your icebreaker activities, if applicable.	

The Day of the Meeting

Arrive early to set up the room, tech, and snacks.	
Set out name tags or tent cards if using.	
Set out supplies (pens, paper, markers, flipcharts, and handouts).	
Greet members and welcome them warmly.	
Ensure your meeting helpers are ready to go (note taker, attendance taker, virtual room coordinator).	
Start your meeting on time. Complete the icebreaker or other activities, if you are using.	

Introduce new members and celebrate accomplishments.	
Follow your agenda (housekeeping, ground rules, participation, time tracking).	
Check in with online participants if applicable.	

After the Meeting

Clean up.	
Thank your helpers. Ask for feedback on ways to improve. Note these for the next meeting.	
Send a thank-you message to all attendees. Include the meeting notes, minutes, and next steps.	
Follow up on action items from the meeting.	
Prepare and distribute the meeting minutes or notes for members/ Local / Council	

You've Got This!

Hosting an in-person meeting doesn't have to be hard. With a little planning, a kind approach, and clear communication, you can bring people together and lead a successful meeting.

Take it one step at a time—you're doing great!



Appendix A: GOALS Meeting Preparation

Template

Here's a clean and structured GOALS Method Meeting Preparation Template that you can use:

GOALS Method Meeting

Meeting Title:

Date & Time:

Location:

G = Goals

What are the key objectives of this meeting?

- (List specific goals—what needs to be accomplished)

O = Outcomes

Why are these goals important? How will they benefit the group or organization?

- (List outcomes and benefits)

A = Activities

What will happen during the meeting? Who will lead each part? How much time is allocated?

- (Agenda breakdown, roles, and estimated timing)

Activity	Lead Person	Time Allocation
(Example: Discussion on upcoming project)	(Name)	(XX minutes)

L = Logistics

What materials, resources, or preparations are needed?

- Meeting location details: (Address, virtual meeting link)
- Required documents or materials: (Agendas, reports, presentation slides)
- Items participants should bring: (Laptop, notes, forms, etc.)

S = Strategy

What steps should be taken before the meeting?

- List any people to consult
- Potential concerns or challenges to address
- Plan for engagement and decision-making: (Consider voting, discussions, or polls)

Final Notes:

(Additional details, reminders, or last-minute changes)



Appendix B: Robert's Rules of Order Cheat Sheet

Robert's Rules of Order can feel overwhelming at first, but here's a simple cheat sheet to help you navigate meetings like a pro:

Basic Principles

- **Majority Rules** – Most decisions are made by a majority vote.
- **Equal Rights** – Every member has the right to speak and vote.
- **One Thing at a Time** – Only one motion is discussed at a time.
- **Respect & Order** – Members must follow proper decorum.

Common Motions & Their Purpose

Motion	Purpose	Requires a Second?	Debatable?	Vote Needed
Main Motion	Introduces new business	✓ Yes	✓ Yes	Majority
Amend	Modifies a motion	✓ Yes	✓ Yes	Majority
Table	Postpones discussion	✓ Yes	✗ No	Majority
Previous Question	Ends debate & moves to vote	✓ Yes	✗ No	2/3 Majority
Point of Order	Calls out a rule violation	✗ No	✗ No	Chair decides
Adjourn	Ends the meeting	✓ Yes	✗ No	Majority



Appendix C: Sample Agendas for Formal and Informal Meetings

Formal Meeting Agenda:

- Roll call or check attendance
- Recognize new Sisters or guests
- Approve past minutes
- Reports and communications
- Include ways to stay involved: social media, events, training, mentorship
- Unfinished business
- New business
- Announcements
- Adjourn

Informal Meeting Agenda:

- Attendance: Verify that everyone has signed in.
- Welcoming new Sisters or guests
- Icebreaker or other activity
- Agenda item 1
- Discussion of item 1
- Agenda item 2
- Discussion of item 2
- Summary and next steps
- Any New Business
- Adjourn



Appendix D: Tips for Hybrid Meetings

Sometimes not everyone can attend the meeting in person. A hybrid meeting allows people to join in person or online, giving more flexibility and inclusion for members. Here are a few things to keep in mind if you're planning a hybrid meeting:

1. Choose the Right Technology

Use a platform that your group is comfortable with, like Zoom, Microsoft Teams, or Google Meet. Make sure you know how to set it up and test it before the meeting starts. Refer to the *Virtual Event Guide* for more details.

2. Set Up the Room for Both Audiences

Place the camera so remote participants can see the room clearly. If possible, connect the laptop to an external webcam with a wider view. Test the angle and lighting to make sure everyone is visible.

3. Make Sure Everyone Can Hear

One common issue in hybrid meetings is poor sound quality for online participants. If the laptop is at the front of the room, people sitting farther away may be hard to hear. To help:

- Remind in-person participants to speak loudly and clearly.
- If possible, use an external microphone that can pick up voices around the room.
- Consider passing the laptop or an external mic to people when they speak, so online attendees can hear better.
- Ask online attendees if they can hear well at the beginning and check in throughout the meeting.
- When an in-person participant speaks, consider paraphrasing it back so that the online participants can hear.

4. Assign a Tech Helper

Ask someone to manage the online part of the meeting—admitting people into the call, watching the chat, and helping with any tech issues. This lets you focus on leading the meeting.

This person could also be responsible for repeating back topics that are raised to ensure everyone can hear.

5. Include Everyone

Check in regularly with online participants. This should be done throughout the meeting as new agenda topics are raised.

Invite them to join the conversation by name and let them know their voice matters. You can say things like, “Let’s pause and check if anyone online has something to add.”

6. Share Materials Ahead of Time

Send the agenda, reports, and any handouts to all participants before the meeting. This ensures everyone, whether in the room or online, is prepared and included.

7. Use the Same Meeting Etiquette

Ask everyone to follow the same meeting rules: mute when not speaking, raise hands or use the chat to speak, and be respectful. This helps the meeting feel fair and organized.

8. Follow Up with Everyone

Make sure both in-person and virtual attendees receive the meeting notes and action items. Ask for feedback on how the hybrid setup worked so you can improve next time.

Hybrid meetings can take a little more preparation, but they make it easier for more women to participate—especially those who may have family, work, or travel challenges.