



How to Facilitate a Successful Meeting

Plan, Engage, Inspire

Allison Weingarten, LMSW
Director of Policy
Friends of Recovery - New York



Our Mission

Our mission is to demonstrate the power and promise of recovery from addiction and its value to individuals, families and communities throughout New York State and the nation. We actively seek to advance public policies and practices that promote and support recovery.

The FOR-NY community includes individuals in recovery, our families, friends and allies. We come together from across New York State to ensure that any person struggling with addiction has the opportunity to recover and reclaim a meaningful life as a member of society.



Our Vision

We envision a world in which recovery from addiction is both common and celebrated; a world in which the entire spectrum of effective prevention, treatment and recovery support services are available and accessible to all.



Our Beliefs

- Addiction is a public health issue
- Recovery is possible for everyone
- There are many pathways to recovery and everyone gets there in their own way
- Adequate resources and support are necessary for sustained recovery
- Recovery is about reclaiming a meaningful life as a member of society



Our Programs & Activities

- Organize Annual “Stand Up For Recovery Day” in Albany
- Conduct and facilitate a variety of education and training programs
- Advocate for additional resources, legislative, and recovery support of recovery
- Moderate statewide Community-Based Recovery Supports meetings
- Facilitate “Recovery Talks: Community Listening Forums”
- Host recovery-related film screenings
- Conduct and disseminate recovery-focused research
- Maintain content-rich website
- Produce monthly e-newsletter, “Recovery Talk”

How to conduct a successful meeting?



Presentation Outline

1. Background
2. The importance of Meetings to Building the RCO
3. Steps to Plan a Meeting
4. Meeting Facilitation
5. Meeting Follow Up
6. Questions and Feedback



The importance of meetings in building an RCO

- Meetings are an important part of the process of building an effective Recovery Community Organization (RCO). And, it is important that meetings have structure, organization and follow some basic rules. Following these steps will help to engage/support all attendees, develop plans, and monitor progress.



FRIENDS OF
RECOVERY
New York



ONE COMMUNITY
ONE VOICE

Steps to Plan Your Meeting

- Prepare a list of recovery community members and allied partners.



Steps to Plan Your Meeting

- Arrange an in-person meeting with core group to discuss the objectives of the meeting.
- Designate someone to chair/facilitate the meeting and another to take notes
- Also ask for volunteers to help with sign in, set up and clean up



Steps to Plan Your Meeting



- Set a date and location for the meeting that is a “neutral” public meeting space.



Steps to Plan Your Meeting

- **Prepare an agenda.**
- **Find Examples in our RCO Toolkit!**



Steps to Plan Your Meeting

- Send an email invitation stating the purpose of the meeting and enclose agenda.
- Make follow up calls to get an estimated count of how many people will attend



FRIENDS OF
RECOVERY
New York

ONE COMMUNITY
ONE VOICE

Steps to Plan Your Meeting



ARE YOU
PREPARED?

- Prepare educational recovery materials to distribute at the meeting.
- Create a sign in list template to be signed at the door of the meeting



FRIENDS OF
RECOVERY
New York



ONE COMMUNITY
ONE VOICE

Steps to Plan Your Meeting



- (If possible) Arrange for food/snacks and water/soft drinks at the meeting - appoint some greeters to welcome people to the meeting.

Potlucks are a great way to form community as well!!!

FRIENDS OF
RECOVERY
New York

ONE COMMUNITY
ONE VOICE

Meeting Facilitation

SIGN-IN LIST: Ask everyone to sign-in so you can build your communications- ask for e-mail, phone, title and organization- PLEASE PRINT



The screenshot shows a web browser window with a sign-in form. The browser's address bar shows "Email File" and "Editing: default". The form has a blue header "Sign In Form" and a sub-header "[Name of Event, Open House, Class, Seminar]". Below this is a "Date: [Date]" field. The main part of the form is a table with four columns: "Print Name", "Address", "Phone", and "Email Address". The table has 15 empty rows for data entry. At the bottom of the form is a "Sign In Register" button.

Print Name	Address	Phone	Email Address



Meeting Facilitation

- Start on time and end on time.
- Have a set schedule for the various agenda items and stick to it



**FRIENDS OF
RECOVERY**
New York

**ONE COMMUNITY
ONE VOICE**

Meeting Facilitation

- At the beginning of the meeting, ask people to introduce themselves and their connection to addiction/recovery
- Questions may include: Who am I?; Where am I From?; Why Am I Here?- In recovery, family member, friend/ally.



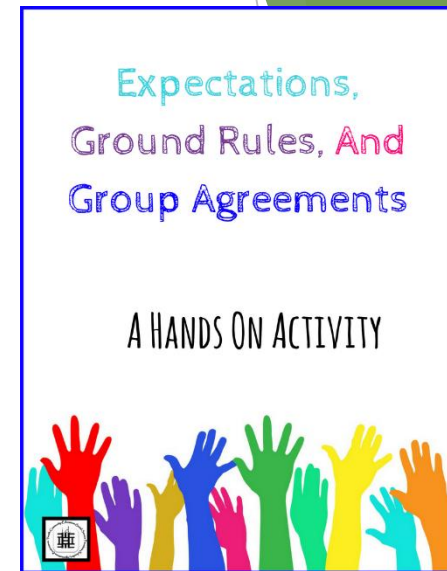
**Making
connections**

**FRIENDS OF
RECOVERY**
New York

**ONE COMMUNITY
ONE VOICE**

Meeting Facilitation

Meeting participants should establish and follow some “ground rules.” These are important because you want to make progress and keep people involved and engaged. Don’t forget that everyone is donating their time and talent and you don’t want to lose their investment and commitment to moving forward together.



Meeting Facilitation

- At the start of the meeting, you may ask if anyone has any suggested additions/changes to the agenda. This shows that you value community input.



Meeting Facilitation

At the conclusion of the meeting, the chair should report on what happened in the meeting and who will take responsibility for next steps.



Meeting Facilitation

- Thank everyone for their time, passion and commitment
- Consider distributing/collecting a survey to solicit feedback on the success of the meeting



Follow Up

- Send a follow-up email summary and gather feedback from meeting participants.
- Include next steps and responsible parties with date and time of next meeting
- It can be helpful to use the agenda as a template for your notes



Follow up!



FRIENDS OF
RECOVERY
New York



ONE COMMUNITY
ONE VOICE

Follow Up

- Regroup with core group of meeting facilitators to discuss what went well and what could be improved for the next meeting



Questions & Answers



Connect with Us!

- ▶ Facebook.com/RecoveryNY
- ▶ Twitter.com/Recovery_NY
- ▶ LinkedIn.com/company/FOR-NY
- ▶ YouTube.com: Friends of Recovery - New York
- ▶ Website: FOR-NY.org

Allison Weingarten, LMSW

Director of Policy

Friends of Recovery- New York

aweingarten@for-ny.org

518-487-4395 Ext. 22

