

Starting from Scratch



Getting Started from Scratch

Teens who would like to start at Youth Council should call their county Farm Bureau office and speak with the Organization Director. The Organization Director can provide assistance in setting up the first meeting.

Flexible outline of events:

Initial Planning Meeting

1. Discuss what Farm Bureau Youth Councils are, what they do, and who belongs to them.
2. Discuss who will be the advisor who will meet regularly with the council.
3. Decide on an evening to have the first meeting, the place, when it should start and when it should end.
4. Decide who to invite and how to invite them. (Best results are obtained by giving a personal invitation to those listed. Letters followed by a personal invitation are also valuable.)
5. Decide on a program for the first meeting and who will be responsible. (See below for agenda of the first meeting.)
6. Ask for copies of Buckeye Highlights youth newsletter from OFBF Director of Youth Activities

First Meeting

1. Recreation – Non-musical games – 30 minutes
2. Introduction of everyone present – name, grade in school, what school, where they live, hobbies/school activities, something that is unique or unusual about them.
3. A short (10-15 minute) discussion on current Youth Guide topic. Use Buckeye Highlights.
4. A statement of what Youth Councils are and what they do, followed by discussion.
5. A SECRET ballot on whether or not those present wish to organize a council.
6. If yes, then elect officers.
Decide whether or not the elected officers will serve for the remainder of the year or only for the next meeting. If the members do not know each other well, they may wish to choose only a president, secretary and discussion leader and delay permanent officers until the second or third meeting.

Decide on officers needed. (Chair, secretary, discussion leader and regional cabinet representative are the ones needed for OFBF mailings, but others may be elected. Examples: vice-chair, treasurer, recreation leader, etc.)

Hold secret ballot election. Secret ballot nominations and elections give everyone the opportunity to name the person they think is best qualified for each of the offices. Following a discussion of officer responsibilities, balloting on each office is done separately.

7. Plan the next meeting.
Date- What will our regular meeting night be?
Time – When will the meeting begin? End?
Place – Where will we meet?
Who will lead recreation?
Who will bring refreshments?
What will our discussion topic be?
What else should be on our agenda?
Who else do we want to invite? How large do we want our group to become? How will we get others to attend?

Second Meeting

Recreation (30 minutes)

Discussion (15-20 minutes – discussion leader in charge)

Business meeting – (30 minutes – chair in charge)

1. Call to order
2. Roll call
3. Reading of the minutes and approval
4. Announcements of local, regional and state activities as reported in letter received by the chair)
5. Old/unfinished business
6. New business
 - Plan the next meeting – date, time, place, discussion topic, refreshments, recreation, etc.
 - Do we want to have a council name? Have members bring a suggestion and use for roll call at next meeting.
7. Adjourn
8. Recreation and refreshments

Third Meeting

Recreation (30 minutes)

Discussion (15 minutes – discussion leader)

Business meeting (30 minutes)

1. Call to order by chair
2. Roll call – name for council
3. Reading of the minutes and approval
4. Announcements
5. Old business
6. New business
 - Plan next meeting
 - Brainstorm projects and special activities that the members would like to do. (Ask each person to write down as many different ideas that he/she can think of). Collect papers and ask officers or volunteers to work with the advisors to list and categorize by the next meeting.
7. Adjournment
8. Recreation and refreshments

Fourth meeting

Recreation (30 minutes)

Discussion (15-20 minutes – discussion leader)

Business meeting (30 minutes)

1. Call to order by chair
2. Roll call (favorite activity)
3. Reading of minutes and approval
4. Announcements or reports
5. Old business
 - Report of brainstorming committee. Distribute list to each person and have each mark 2-3 activities in each category that he/she would like to do. Committee needs to set up plans as indicated by voting and have ready for approval at next meeting.
6. New business
 - Plan next meeting
 - Plan for upcoming regional or county events
7. Adjourn
8. Recreation and refreshments

Fifth meeting

Recreation (30 minutes)

Discussion (15-20 minutes)

Business meeting (30 minutes)

1. Call to order by chair
2. Roll call (indicate what it should be)
3. Reading of minutes and approval
4. Announcements and reports (conferences attended, cabinet meetings, etc.)
5. Old business
 - Final report from brainstorming committee. Take action.
6. New business
 - Plan next meeting
 - Plan special event as chosen under old business
7. Adjourn
8. Recreation and refreshments

Creating an Agenda (A Sample)

Morgan Misfits FBY Meeting

Date: May 11,2005

Location: Morgan High School- Vo. Ag. Room

Time: 7:30 PM

Goals for meeting:

- Set date for youth safety day in schools
- Create sub-committees for youth safety day
- Plan camping trip for August
- Create list of community service projects for future

Agenda Items:

<u>Agenda Items:</u>	<u>Person In Charge</u>	<u>Time Limit</u>
Call to order	President	1 minute
Roll Call	Secretary	5 minutes
Reading of Minutes	Secretary	5 minutes
Officer Reports	ALL	3 minutes each

Old Business

President

10 minutes

- Plans for county Farm Bureau picnic
- Sign-ups for summer Farm Bureau youth conferences
- Report on Spring Fun Event

New Business

President

25 minutes

- Date for youth safety day
- Sub-committees for youth safety day
- Camping trip
- Community service projects
- Buckeye Highlights Discussion Topic

Announcements

President/Advisor

5 minutes

Closing

President

2 minutes

Recreation/Refreshments

Your Agenda

Feel free to make copies and use for planning your meeting

Council:

Date:

Location:

Time:

Goals for meeting:

-
-
-
-

Items:

Person In Charge

Time Limit

Call to order

President

1 minute

Roll Call

Secretary

5 minutes

Reading of Minutes

Secretary

5 minutes

Officer Reports

ALL

3 minutes each

Old Business

President

10 minutes

-
-
-
-
-
-

New Business

President

25 minutes

-
-
-
-
-
-

- Buckeye Highlights Discussion Topic

Announcements

President/Advisor

5 minutes

Closing

President

2 minutes