



Hosting a Community Meeting That POPS

Purpose ■ Outcome ■ Process ■ Strategy

A community meeting is the perfect setting to exchange ideas and information by bringing together a cross-section of viewpoints. In a successful meeting, participants are brought together, information and opinions are shared, resources and volunteers are identified, and goals and action plans are set and assigned. Preparation establishes the groundwork for a productive meeting. Location, date, time, attendee notifications, and purpose should be considered in the preparation.

Use the “POPS” acronym to plan your meeting!

Purpose - What’s the purpose of the meeting? Establish a clear goal or objective for the meeting. State the purpose in the meeting notification/invitation.

Outcome- Begin with the end in mind. What specific outcome do you want to the meeting accomplish? Establish realistic goals.

Process – When planning a meeting, your process becomes your agenda. The agenda should align with the meeting goals. You should be clear about what is being planned and how the meeting will flow. An agenda should include the following;

- Meeting date and time – tracking this will help when planning future meetings
- Meeting purpose – Be specific
- Topics for discussion – make sure speakers are aware they are on the agenda and allotted time in advance
- Allow time for feedback and or questions

Strategy – Plan to succeed. An action plan is your guide to achieving the outcome you want. The action plan should include;

- Detailed action items/tasks
- List committee members or person(s) assigned to an action item/task
- Due date of the action item/task

A few other tips:

- Start on time / End on time
- Stay on task
- Be open, inclusive and respectful
- Know who’s in the room by providing a sign in sheet