



Green Team Inaugural Meetings Tips and Sample Agendas

Before the meeting

- Send out invitations/put up flyers in enough time so people have plenty of time to put in on their calendar; consider holding two such meetings to accommodate all of those who might be interested
- Consider having snacks such as homemade cookies
- Get Help! Don't think you have to do it all. There are many roles people can play and sharing the work engages people and lightens the load for any one person. Before the meeting, identify someone who can:
 - Take Notes
 - Write items on a white board
 - A "researcher" who gathers information about other Green Teams and resources before the first meeting
 - Snack provider – consider ways that you can reduce the waste as much as possible, for example, serving the food on napkins, rather than plates

At the meeting

- Arrive 15 minutes early to meet with people, prepare the space, and build relationships as people arrive
- Clearly state the purpose of the meeting
 - "This meeting is to see if there is interest in starting a Green Team and, if so, to begin to get a sense of what the focus of the team would be and how it would function. We'll start with a short activity/story/video..."
- Identify and thank others who are helping (or helped) gather resources, take notes, etc.
- Do a quick Energizer/Focuser
 - Personal story of why a green team is important to you
 - Statistics or a news story
 - Short video (YouTube)
 - Humorous personal story or political cartoon
- Round Robin question
"So let's go around and here from one another. Each of us will share why you are here and what you hope to contribute to the group."

Process suggestion: capture the main ideas, points on a white board (great to have these “process suggestions”!!!)

- Thank everyone for sharing and summarize/synthesize what you have heard. “So it sounds like people are interested in. . .”

Process suggestion: after summarizing, ask the group, “Is this what everyone else heard? Is what I’ve said an accurate picture of what this group is interested in? What have I missed?”

When everyone agrees the list is complete at this point, you can ask: “So would everyone like to continue meeting to discuss these ideas further and see how we can actually make a difference?” This is critical that you actually ask—and not assume—people want to meet again. Asking gets a commitment and that’s what you want.

- Review Penn State Green Team List and Resources so the team knows “they are not alone” and that many resources and people exist to help them (especially the Campus Sustainability Office and Lydia!).
- Closing and Next Steps
Say something about how valuable—and fun!—a Green Team could be and that you look forward to getting together again. Look to the next meeting and give people a sense of what to expect (and that ACTION will be taken).

“We will meet again (date/time/location of next meeting) and discuss our goals, challenges, and how our team will function (who will facilitate, how we’ll communicate between meetings, how we’ll get supervisor support, etc.). We’ll also see what ‘low hanging fruit’ there might be so we start taking concrete action right away.”

It’s important to emphasize both ACTION (that you’ll actually be doing something) and PLANNING (that you’ll actually be strategizing and building something for the long term).

Suggestion: Ask someone to volunteer to kick off the next meeting with something fun or interesting or to bring some kind of snack or something to share.

Between Meetings

- Within 24 – 48 hours, summarize the main points from the first meeting and send them out to the group (and anyone who wanted to come but couldn’t make it)

- Share these notes and the attendee list with your supervisor/budget manager so they are kept informed
- Follow up individually with key people. These can be people who expressed a lot of interest or people who seemed against the idea or negative. Ask questions, listen, build the relationship.

Green Team Second Meeting Sample Agenda

- Again start with an Energizer/Focuser, something fun. You could show the Fun with Green videos. Each of the following are about 3 minutes long.
 - [Piano stairs](#)
 - [Can Bank](#)
 - [Caught Green Handed](#)
- Review of First Meeting Results: If attendees do not already know each other, do a round of introductions. If you want ideas for fun icebreakers go to our Green Teams website for some great links to some simple, fun ideas. Then flow into an update of the group's first meeting decisions, such as what topics everyone was interested in working on.
- Setting Goals: At the first meeting, you brainstormed about what people wanted to work on. At this second meeting, you should decide how to turn those ideas into specific actions. What project would you like to work on first? The project should be
 - achievable in a short amount of time,
 - have few constraints, such as timing, funding, or political sensitivity.
 - The Campus Sustainability Office has put together an easy, self-guided program to turn your operations green, called the Green Paws Program. (http://www.green.psu.edu/go_green/office.asp) The action steps for Level One are easy to implement and all the resources to implement the steps are provided on the website, including an introductory powerpoint.
- What action steps need to be taken to reach this goal? How will we measure our progress?
- How our group will function: (If the goal discussion has used up all the time for the second meeting, this topic should be the first thing discussed at the third meeting.)
 - Who should lead the team: select one main leader and an assistant. Should they also define how long the leader will lead?
 - Who will help facilitate our meetings?
 - How often will we meet? Where will we meet?

- How will we interact with, learn from and share information with other Green Teams? (There are quarterly Green Team meetings at PSU-University Park.
 - Who are the members of the team?
 - Do we have support from our leadership? If so, how will we communicate with him/her?
 - How will we share information from the meetings: emails, blog, listserv, wiki, etc.
- Schedule the next meeting and celebrate a successful meeting

At the end, the group leader, or someone who volunteers, can

- 1) Complete the Green Team Registration Form and email it to Lydia Vandenberg at lbv10@psu.edu or send it to her at 1 Land and Water Building. A link to the survey is on the Green Teams homepage: http://www.green.psu.edu/greening_psu/greenTeams.asp.
- 2) If the group has decided to follow the Green Paws Office Certification Program, a volunteer or the leader can submit an application for that to Lydia as well by visiting the following site: http://www.green.psu.edu/go_green/office.asp