

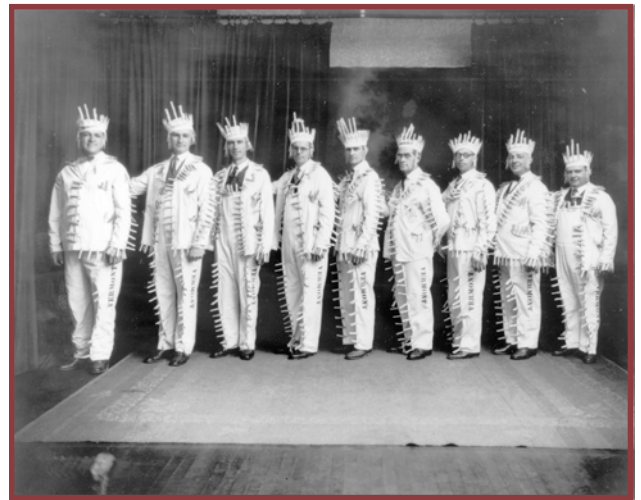
PROJECT LIST

Setting the Agenda

People like to know that there is a plan and their time will be well spent. You may choose to create and circulate an agenda prior to a National Hanging Out Day event or a Hanging Out Party.

A meeting is the middle of a process of preparation and follow-up. Here are some suggestions for running a good meeting:

1. Start on time.
2. Start with introductions.
3. Review the agenda at the beginning.
4. Make sure each person has an opportunity to participate.
5. Set an ending time, and stick to it.
6. Make some rules, and keep to them.
7. Make sure one person knows he or she is responsible for running the meeting.
8. Finish one thing, then move on to the next.
9. End with a review of the decisions reached and assignments made.
10. Set up the next meeting before you leave.
11. Give people a last chance to say something.
12. Keep your sense of humor. Have fun.



HAVE FUN- Can you identify any of these strangely dressed men (yes, they are wearing clothespins!) from the Montpelier & Barre Power & Light Company circa 1925?



"We must all hang together, or most assuredly we will all hang separately."

- Benjamin Franklin