

Name:	Subject Area: Business Meetings
Age/DeMolay Knowledge: All Ages	Estimated Time: 45 Minutes
Date: November 19th	Lesson Type: Round Table/Simulated Chapter Meeting
Lesson Title: What's a Business Meeting and What's it for?	
Brief Overview: <i>Overview of Lesson (what this lesson is about) with big ideas and essential questions:</i>	
<p>This lesson will explain the purposes of a business meeting, what needs a motion (and what doesn't), and what should be in every business meeting.</p> <p>Big questions: How can we use business meetings as an efficient way to make plans?</p>	
<p>Prior Knowledge Required: <i>including vocab, preconceptions and misconceptions</i></p> <p>Vocab:</p> <p>Scribe's Report → The written record of the previous meeting.</p> <p>Treasurer's Report → The written record of the funds the chapter currently possesses.</p> <p>Bills Against the Chapter → Any outstanding bills that the chapter must pay.</p> <p>Communications → Letters, Thank You cards, or anything else that may come in the mail for the chapter.</p> <p>Committee Reports → The verbal reports of members in the chapter on a committee.</p> <p>Good of the Order → Good things for the chapter. E.g. The chapter was in the newspaper.</p> <p>Goodness and Wellbeing → Good things that happened to the chapter members. E.g. Harry got a new puppy.</p> <p>Sickness and Distress → Bad things that happened to chapter members. E.g. Tommy broke his arm.</p> <p>Unfinished (Old) Business → Reports from events that have happened or events that have been discussed, but further discussion is necessary still.</p> <p>New Business → Business of that chapter that has not been brought up at a chapter meeting previously.</p> <p>Possible Preconceptions:</p> <p>Business meetings are an inefficient way to conduct chapter business.</p> <p>The structure of business meetings prevents new members from speaking up.</p> <p>Likely Misconceptions:</p> <p>Everything needs to be a motion for a chapter to do it.</p> <p>Good of the Order refers to good things that happened to chapter members</p>	
<p>Resources:</p> <ul style="list-style-type: none"> <li>• Resources &amp; tech used for prep <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• Materials used during the lesson <ul style="list-style-type: none"> <li>○ Chapter Room</li> <li>○ Sample Business Agenda</li> <li>○ So You Think You Mean Business quiz</li> </ul> </li> <li>• Technology used during lesson <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>	
<p>Objectives:</p> <ul style="list-style-type: none"> <li>• Content <ul style="list-style-type: none"> <li>○ Members will learn what each segment of a business meeting contains/means.</li> <li>○ Members will see the use of business meetings.</li> <li>○ Members will know what an efficient business meeting is like.</li> </ul> </li> <li>• Skills</li> </ul>	

- Members will be able to discern between efficient business meetings and inefficient business meetings.
- Members will be able to discern when to make motions and when not to.
- Members will be able to confidently explain a business meeting to their brothers unable to attend this class.

#### Instructional Sequence:

- *Begin the lesson by designing a fun and flashy, Engaging Experience to interest students in the topic*
  - Have members take the **So You Think You Mean Business?** quiz.
- *Develop the lesson by describing activities, probing questions, and how you will foster interaction you expect between students and teacher, students and materials and students and other students*
  - Discuss the answers to the quiz with members.
    - Ask what answers they gave, clear up misconceptions
  - Go over each of the vocab words above
    - Ask members what they think each one means
    - Prompt them to describe them in their own words
      - For each term ask a member to provide an example
  - Motions:
    - Motions are primarily needed to spend chapter money, or to make occasional decisions
    - Motions are not **needed** to hold an event that is already in the term plan
      - By electing an MC the chapter has agreed to fulfill their term plan
      - Motions for each event **can** be made, but it is **not necessary**
    - Motions are **advised** to be made when the chapter is holding an event not in the term plan
  - Why business meetings are useful:
    - Ask members why business meetings are useful
    - Sample answers:
      - They provide a way for all members to be present when making plans
      - It's a way for members to know what they missed
      - It's a way for members to know what events are coming up
    - It is important for a business meeting to be efficient in order for it to be useful
- *Closure/Review/Wrap Up Complete the lesson in a way that students can articulate and celebrate what they have learned and accomplished*
  - Have each member take a seat in the chapter room
    - Fill all officer seats before the sidelines
  - Give each member the sample agenda
    - Assign people to fill in the roles of committees
  - Simulate a chapter business meeting
    - Try to keep the atmosphere as serious as possible to best simulate an effective business meeting
    - Make sure members are paying attention and not talking
    - If a member has a question, make sure they feel free to ask it
      - Take the time to answer questions as they arise so that there is minimal confusion
    - Encourage everyone to participate
- Final Remarks
  - Not every meeting has to operate exactly like the sample
  - Chapters can have slight variations on doing things
    - What's important is that the variations don't infringe on the efficiency of the meeting

**Evidence of Learning/Assessment:** *What strategies and tools will you use to determine how well students have accomplished the objectives you have set for them . What will you be looking for as student performance? How will you collect this data. (after completing a lesson you will need to BOTH present and analyze the assessment data which you collected AND reflect on your performance and success of the lesson.*

The best way to see if this class has been effective is to observe the business meetings of chapters that attended, and see how well they applied the content learned.

Notes