

## **AG Kickoff Meeting (MGI)**

# XR Boston Affinity Group Tool Kit: Meetings

## Kickoff Meeting

### Purpose, Supplies, Roles

**Purpose** The Purpose of this meeting is to:

- Build relationships
- Associate XR with fun and community
- Start introductions to XR (briefly; orientation and NVDA training will be more complete. Also subsequent meetings can continue to review structure and concepts in bite-sized pieces)
- Give space to start feeling activated, agitated, inspired, hopeful
- Assign buddies
- New people comfortable with at least one facilitator
- Ensure follow up after meeting with new members so they get integrated into XR community
- Find out who has gone to orientation and encourage them to attend.
- Encourage new members to attend NVDA if they have already done orientation

### **Things to avoid:**

- Long logistical conversations
- Talking at people
- Heavy security culture, pushing civil disobedience /talking about risk
- Lengthy discussions about SOS

### **Supplies:**

- Name tags and sharpies
- Stickers, art, T-shirts (for members to take home)
- XR literature
- Speaker and Music
- Food Optional: The host *might* choose to make or purchase a contribution. XR *might* be able to provide reimbursement for purchased food. Advisable to check amount of reimbursement in advance.
- Sign in sheet (Name, Phone Number, Email, skills)
- Laptop for meeting notes

**Roles:**

- 1 or more Greeters
- 2 Co-Captains
  - 1 of which is a Facilitator
  - 1 of which is Timekeeper
- 1 Note Taker (Can be assigned during beginning of meeting)

**Meeting****Pre-gathering:**

- Facilitators and host set up the space and music
- Assign roles for meeting (see above)
- Discuss who is coming that may be new to XR, including how they came to XR
- Create Signal Group
- Affinity Group Ongoing Agenda/Notes: Create a shared doc for agenda and notes and pin to the top of the Signal group.

**Gathering:**

- 15 min: Meet and Greet
  - Longstanding XR rebels greet new people
  - Food setup (with ingredient labels if possible, ex. Veg + Vegan)
- 45 min: Meal and Socializing
  - Potluck and/or supplemental catering provided by XR
- 60 min: Official Meeting
  - 5 minutes: Introductions
    - Name. Pronouns, Prompt
      - Prompt: How came to join XR (XR origin story)
  - 3 minutes: XR DNA (XR does Direct Actions/NVDA)
  - 5 minutes: Structure of XR
    - Non hierarchical
      - Takes agreement of 3 XR members to organize an event.
    - AGs and WGs
      - How AGs fit into XR's structure
        - Mention existing AGs: both theme based and geographic based
        - Purpose of affinity groups

- Past events/actions organized by AG
  - How each AGs and WGs communicate, including which platform each uses and why
    - WGs: Slack
    - AGs: Signal
- 2 minutes: Basic SOS
  - Present proposal/collect ideas.
  - Talk in rounds, pass, stack, check, step up step back, consensus building)
 

Emphasize that it is ok if people are still learning these terms.
- 15 min: Discussion Break Outs (if numbers allow)
  - 4-6 people – half existing rebels and half newer members
  - Discussion possibilities
    - Climate emotions: Agitation / worry / concern
    - Why people are getting involved
    - What gives people hope
- 5 min: Buddy formation
  - Done during discussion break outs or after.
  - Pair newer member with more established member
  - Exchange contact information and if time, make a plan to meet (virtually or in-person)
  - Help new people choose which event they will attend (if time)
- 15 min: Ideas for future AG events
  - Present and collect ideas. Possibilities include:
    - Flyering
    - Postering
    - Stand outs
    - Tabling
    - Die-ins
  - Vote on idea(s) to pursue
  - Establish co-leads and interested members for event planning
    - Create signal group for specific event (optional)
    - Decide next steps for event
- 10 min Next Steps
  - Add everyone to Signal Chat
  - Decide on host for next meeting
    - Have host put date and time options in signal

- Determine next meeting date (if possible, depending on number of people at meeting and whether or not host needs to check dates with their partners or roommates.)
- Have people reply to dates and time with thumbs up for any meeting that they can attend.
- Announce next meeting date, time, location and post on Signal
- Assess who has not gone to orientation or NVDA
  - tell them next dates or If there is an laptop available you could give people the option to sign up then
- End with chant “extinction - rebellion!”

### **Post meeting next steps**

#### **Tasks:**

- One of co-captains ensures everyone goes through new member orientation
- Repeated follow up – before the next meeting, text your buddy, “are you coming to the next meeting?”
- Recruit and/or identify new people that will be at the next meeting.

### **Future Gatherings:**

- Purpose, Supplies, Roles: same as first meeting
- Timing Overview
  - 45 minutes: arriving, eating, socializing
  - 75 minutes: meeting and work groups

### **Future Meetings:**

- 5 minutes: Introductions
  - Name, Pronouns, Prompt
- 15-20 minutes: Skill / information share
  - Tell new people how skill fits in to XR structure
  - Possibilities: Members can propose ideas or choose one from the list below. Ideations and decisions can happen in Signal or meetings.
    - Success and strategies of prior social movements
    - Highlights of XR Art or Art and Climate Change in general
    - Highlights of an XR Action: UK and US
    - Mini-NVDA talks

- Present different roles for actions (ex. Marshalls) and funnel to online trainings
- Security Culture
- Opportunities/Encouragement to take action and increase involvement
- Movie or Book review
- How to post social media for XR
- Media and Messaging strategies
- Report from any Working Group or different AG
- 10-15 minutes: members' reports
  - Report on status of AG and XR Boston's upcoming events
  - Discuss what is needed, solicit volunteers, delegate
  - Report on WGs if relevant
  - Report on events run by partnership organizations if relevant
- 15-25 minutes: break out groups, possibilities include:
  - Established Members: Work projects or group discussions
    - Work on AG events
    - Strategize on how to attract new members (outreach)
    - Strategize on how to retain or reactivate old members (inreach)
    - Art project (predesigned and approved by host)
    - Phone banking
    - Go poster (if weather permits)
    - Make signs/art
    - Plan social night
    - Plan specific AG actions
  - New members: On boarding
    - Join Signal and AG group on Signal
    - Assign buddy and exchange information
    - Help new members choose which event to go to next.
    - When finished, have them join groups in progress
- 5 -10 minutes: All members gather
  - Break out groups report back to group
    - Announce any new needs (skills, roles, supplies) and delegate
    - Announce any new decisions
  - Set host and date for next meeting
  - Host announcements (ex. Take all food home, put dishes on counter)