

‘Dylan DBUR’ Runs a Contract Distribution Meeting

Dylan DBUR works and an IT Professional at the Franchise Tax Board which employs over 5,000 state employees. On Monday, Dylan gets a call from the Union Rep that the SEIU Local 1000 contracts are ready for distribution and asks Dylan to set up a worksite lunchtime meeting for that Thursday.

Dylan asks for a room from her Labor Relations Officer. There is a short time frame so Dylan asks one of the stewards, Terry, to develop a flier and email it out to all members. Dylan is so swamped on the latest IT project that there isn't time to follow up with Terry. Dylan has a partial phone list for the worksite and begins calling at random. Due to a busy schedule, Dylan only makes 50 calls and wishes there were more active members to help with the phone bank.

Dylan works with the Union Rep to order food for 50 people. 50 seems like a good number since that is how many attended their last meeting.

The day of the meeting arrives. Dylan and the Union Rep meet 15 minutes before the meeting in the designated meeting room. Before they can really agree on an agenda, some employees enter the room and start asking questions about the new contract. One member complains that many of his co-workers couldn't make the meeting because they work the night shift. Another employee mentions that she didn't get any notice of the meeting but saw a flier for it on a friend's desk.

Needless to say, Dylan and the Union Rep proceed with the meeting. They end up having 20 people attend with lots of leftover food. There was barely enough space for people to sit and eat. They run out of time and don't get to ask for membership or COPE sign-ups.

There are many things Dylan could have done better in the planning process for this meeting. Some of those include...

1. Kept an updated phone and email list
2. Set the agenda a few days ahead of time
3. Considered work shifts when scheduling the meeting time
4. Kept a list of phone calls made
5. Asked interested members to each call 3 others and keep track
6. Used the phone call list to better estimate attendance
7. Match the size of the room with the size of the group
8. Have the agenda printed for attendees
9. Started the meeting on time, not disrupting the schedule to respond individually to early arrivals
10. Passed out COPE cards and membership applications and made time for these on the agenda