

# Tips for UCubed Jobs Activists:

## UCubed Meet-Up Suggestions

Once there are a few members in your cube, you may find it useful to meet face to face to get to know one another, exchange ideas, and plan events to grow your cube into a neighborhood or even a block.

Here are a few helpful tips on how to conduct a successful UCubed meet-up:

### THE BASICS:

**WHO**

**WHAT**

**WHEN**

**WHERE**

**WHY**

Be clear on **WHO** is invited: fellow UCubed jobs activists, and others from your area who might be interested in joining.

Set a clear agenda for **WHAT** you hope to accomplish: “This is our first organizational meeting to get things rolling,” or “This month we’ll hear from Jane Doe, Assistant Commissioner for Insurance for the State of \_\_\_\_, on efforts to extend COBRA benefits.”

Tell invitees **WHEN** the meet-up will be held, and remember, the more lead-time you can provide the better. A small group might be able to meet on the spur of the moment, but as you grow, give people more time to arrange their schedules, and also leave yourself enough time to send multiple invitations and reminders. “Cube News” is a tool on the website that could be used to help send your invitations.

Picking a spot **WHERE** the meet-up will happen is a very important step. It’s best to pick a public spot, since many people will be reluctant to go to a private home. There are many public places that will let you meet for free if you ask nicely and explain who we are and what we’re doing, including public libraries, union halls, social clubs, churches, etc. Make sure your location is easy to find (and give the info people will need for their GPS) and has ample free parking or access to nearby public transportation.

Remember to always include a line or two about **WHY** UCubed is so important. “Because there is strength in numbers,” and “Because together, we can get America back to work,” aren’t just catch phrases, they’re important reminders of why we formed this union of the unemployed.

O.K., now we’ve covered the basics, and here are a few other important tips:

**KEEP IT ORGANIZED:** You don’t have to be an expert in *Robert’s Rules of Order*, but it *would* be helpful to type up a draft agenda and pass it around. Ask if everyone’s OK with it, and ask if anyone would like to add anything.

A simple draft agenda might look like this:

- Introduction and welcoming remarks
- Self introduction of people present
- News from UCubed
- Legislative updates
- Guest Speaker:
- New business
- Adjourn – coffee and tea

**KEEP IT FREE:** Find space you can use for free and don’t charge anything to attend. Try doing a pot-luck offering of coffee, tea, soft drinks and cookies which people can bring from home or provide, but don’t pressure anyone to contribute.

**MAKE IT EASY TO GET TO KNOW ONE ANOTHER:** You should have a simple sign-in sheet to capture everyone’s name, address, e-mail and telephone number. It would also be helpful to provide name tags, for at least your first couple of meetings.

**FOLLOW-UP:** Once you’ve had your successful meet-up, follow up with everyone who was invited. Send them minutes of the meeting, including the time and place for the next meeting.

**SHOW US:** Grab a snapshot of your meet-up and send it to us at UCubed. We’ll post some of the photos on the site, and we’re sure everyone will be impressed with the size of your group, the importance of your guest speakers, and

the mouth watering after meeting treats you offered. You might also post something to “Cube Wire” on the website to let others know about your successful meeting.

**HAVE FUN:** This is serious business but it shouldn’t be all work, done with beaded brow and nose to the grindstone. Get your business done, but keep it light, enjoy yourself, and have some fun.

**SPREAD THE WORD:** The more members we get, the more powerful we become. Use every opportunity to tell people about UCubed, and urge them to get involved. It would be great to invite a reporter from your local newspaper to attend a meet-up, but you probably want to wait until the group has met once or twice. Then check the UCubed website for suggestions on contacting your local media.