



# Operations: HOLDING THE FIRST MEETING

Deborah Long, [Triangle Jewish Genealogical Society](#) (2015)

The purpose of the first meeting is to measure interest in forming a JGS. There is time to organize the group later in terms of bylaws, a name, and elections.

- Ask your interim board members (or people who are interested in the success of this venture) to help you. You will need individuals to help you:
  - Meet and greet all the attendees.
  - Obtain email and snail mail and other contact information.
  - Create name tags.
  - Set up a snack table (optional but desirable).
  - Encourage attendees to put their names on committee sign-up sheets.
  - Hand out membership brochures (see next step).
  - Take minutes (optional, but desirable).
  - Take checks, if you are planning on signing people up (optional, but desirable).

At the meeting,

- Start on time.
- Introduce yourself briefly with an observation about what you hope to accomplish and why. Briefly introduce the interim board members.
- Depending on your turn out, ask individuals to *briefly* introduce themselves by stating their names and what they are searching for. Have an egg timer so that no one goes over their allotted time (about 1.5 minutes). If you have a big turnout, have people turn to their neighbors and introduce themselves the same way—small groups of three—no more than a few minutes each. Another good meet-and-greet exercise is to have everyone right down the surnames and towns that they are researching and have them mingle.
- Have a 30-minute dynamic program so that the attendees have an idea of how exciting Jewish genealogy can be. You can bring someone in or use GoToMeeting (if you are comfortable with using technology). A general program on the basics of using Jewishgen or on Jewish names is a good first topic.
- Take questions and ask for observations and thoughts about organizing. For example, what day of the week and what time is the best to meet? Who has a suggestion on meeting places?
- Hand out a simple membership brochure. For examples, go [here](#).
- Ask individuals to sign up for various functions, such as refreshments; room clean up; membership development; publicity, finance/treasury; recordkeeping; library, etc.
- If possible, ask for commitments to join by asking for dues. Have an individual handle the money so that you are free to do other things during the meeting.
- State the date of the next meeting, four weeks or later from the first meeting.

## Sample Notice

Dear Triangle Resident:

I invite you to join a group of interested members of our community in the **first meeting** of the **Triangle Jewish Genealogical Society**.

The meeting will be held on **Sunday, October 21, 2012, from 2 – 4 p.m.** at a convenient location off I-40/Exit 276 in Durham, right across the street from Southpoint Mall.

Whether you are:

- a beginner who wants to pass on your family history to your children and grandchildren;
- the family historian who want to contribute your research to the larger Jewish genealogical family;
- looking for lost or forgotten relatives;
- a Holocaust survivor or a child of survivors still searching for loved ones lost during the *Shoah*;
- a non-Jew looking for your lost Jewish heritage or helping family members find their histories;
- an individual wants to get in touch with one's Jewish heritage;
- a member of the Triangle who wants to be a social part of your community's new Jewish organization...

Please join us on Sunday, October 21. The program includes an opportunity to gauge the interest in creating a formal genealogical organization in this area. Part of the program will involve an introduction to basic research resources and a brief presentation about one Triangle resident's incredible discoveries about her Holocaust past.

Please RSVP me, Deborah Long, by emailing [DebbieTheTeacher@gmail.com](mailto:DebbieTheTeacher@gmail.com) or by phone: 919.968.3742.

Sincerely,

*Debbie Long*

Meeting place:

Fonville Morisey Center for Real Estate Studies near Southpoint Mall (I-40/Exit #276)  
**6905 Fayetteville Road, Suite 204, Durham, NC**

Directions: Take I-40 to exit # 276 south. The Renaissance Center will be on your left, across from the Streets at SouthPoint. The classroom/meeting place is in a two-story office complex on the second floor.



1st Meeting  
of the  
**TRIANGLE JEWISH  
GENEALOGICAL SOCIETY**  
Sunday, October 21st, 2012  
2 – 4 p.m.

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Please RSVP:  
Organizer: Deborah Long  
Email: [DebbieTheTeacher@gmail.com](mailto:DebbieTheTeacher@gmail.com)  
Phone: 919.968.3742

Directions: Take I-40 to exit # 276 south. The Renaissance Center will be on your left, across from the Streets at SouthPoint. It is a two-story office building. The classroom/meeting place is on the second floor. The classroom is marked "Fonville Morisey" on the outside of the building. (Elevator access on North end of complex.)