



# Operations: FOLLOWING UP ON THE FIRST MEETING

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The purpose of the first meeting was to determine interest in forming a JGS. Now it is time to sustain that interest and to organize the group later in terms of bylaws (see **Operations: Developing Bylaws**), the name of your organization, and [elections](#).

- Send a follow-up email to everyone who attended with a date for the second meeting. (Hold the second meeting within 4-8 weeks of the first, if possible.) Thank them for their participation and let them know that you are now in the process of getting organized. Let them know that more information is forthcoming.
  - Organize the potential membership information in a spreadsheet to make it easier to use the contact information.
- Reach out to those individuals who expressed a solid level of interest and ask them to help you organize the second meeting. This should include anyone who may have volunteered to be part of an interim board of directors.
  - Establish a date and convenient time and place to meet with these individuals. If you can get together with them as a group—fine. If not, reaching out to individuals over a cup of coffee is a good idea, too. (Do not assume that people will step forward. You have to ask people to help you but have specific information about the level of commitment you are asking for. Usually volunteers have areas of expertise that make them particularly good at society functions. For example, an attorney may be a good sergeant-at-arms. An accountant could be a great treasurer. An English teacher could be a great newsletter editor. Unless your society will have more than 50 members, usually the commitment to serve would not take more than an hour a month.)
  - Consider the tasks that need to be done in the first few months. You want to build momentum but you don't have to build Rome. For example, you can build a website and develop a newsletter later in your first year of operations. Right now, you need to focus on establishing an infrastructure for your chapter.
- Establishing a program for the second meeting will be critical. You want to sustain the momentum of your first meeting by having a dynamic second meeting. (Read **Programs: Developing Meeting Topics** and **Programs: Finding Speakers** on this website for ideas.)
- You may also wish to hold your elections at the second meeting.
- Make sure you email all the participants from the first meeting as well as all potential participants several times before the second meeting. Send notices to the same recipients as you did to the first, including such contacts as JCCs and places of worship.