



RESPONSIBLE ENDOWMENTS COALITION

Meeting with Administrators

Agenda: Write an agenda before the meeting, outlining what you will talk about and how long you expect each agenda item to take. Send the agenda to the people you are meeting with ahead of time and ask them if they have anything to add. Be sure to print copies for everyone and bring those to the meeting.

Roles: Assign roles to students. Know who will talk about each agenda item. This will make you seem organized and ensure that you don't talk over each other. It is also good to assign one person who doesn't plan on talking much to be the designated note taker.

Notes: Take really good notes during the meeting. Be sure to indicate who says what, and take careful notes when anybody makes any sort of commitment. Notes are not only useful for the rest of your group and the student body to understand what happened at the meeting, but they are also useful in holding your administrators accountable to what they say.

Ambiance: Set the tone by paying attention to lights, seating, and who is at the head of table. It is sometimes best for the decision maker to be at head and have to look at lots of people. You might want to have leaders from student government sit next to them to remind them that student government supports your issue.

Introduction: Students introduce themselves by stating their names and emphasizing the organizations and affiliations they have. You want to demonstrate that this is an issue that many students care about - those involved in athletics, Greek life, scholar programs, community service, the arts, business studies, etc. Also allow administrators to present themselves. You may ask them questions about themselves, but do not allow them to dominate the conversation.

Story: Stories are stronger than generalizations. Talk about why you got involved and tell the stories of folks organizing in directly-affected communities. If any students in your group are from a directly-affected community, they can speak from their experience. Make sure you go over the rights violations that are occurring. Surprising statistics can also be helpful.

Asks: Present your "asks," or "demands." You should always state your long-term goal to administration, but accept short- and mid-term goals being fulfilled. These are your "fallback demands." It is important to state long-term goals because sometimes we only state our fallback demands, win, and then feel like it would be rude to go back and ask administration for more.

Power: Present items that demonstrate your power, such as petitions, letters, media articles, etc. You may want to have a student government leader present the petition.

Common Arguments: Use information from past meetings and emails to refute common arguments. You may have a business student present business arguments and an environmental studies major present environmental arguments, to give credibility to your arguments. Contact REC at organize@endowmentethics.org for *Talking Back* handout on how to refute common arguments.

Negotiate: Assign 2 or 3 students to negotiate. They should know what fallback demands they can accept. They should set SMART outcomes (see handout in campaign strategy section) that you can follow up about after the meeting is over.

The following questions should be answered by the end of the meeting:

- Who from administration will take action?
- What will they do?
- On what date will action be taken?
- If administration needs time, on what date will they make their decision? Should you have another meeting on that date?
- Who from your group will follow up with your decision-maker?

You may want to select 2-3 people so that power is more widely distributed within your group and you can build new leaders.

Thank You: Thank everybody in the meeting for their time and restate your agreement.

Follow-up: After the meeting, send the notes to everyone in attendance for review. Though your administrators may not look over the notes, once they are given the option you can quote them without risking them denying having said something.

Tips for Preparation

- Negotiate the terms of your meeting with administrators: Will there be media present? What is on the agenda? How many people are allowed at the meeting? Will only students be allowed or can you bring community members?
- Consider whether you want an observer present.
- Research your target: What is their role? How long have they been in this position? Are they a part of any faculty/staff organizations?
- Write out demands and fall back demands beforehand. Discuss with your group how much and on what you are willing to compromise so as not to concede to something the rest of your group is unsatisfied with.
- When choosing which group members are coming to the meeting, be sure you are decolonizing your movement spaces.
- It is good to have a blend of older and younger students at the meeting, so younger students can start to develop relationships with and feel comfortable talking to administrators
- Clothing: Dress up more than you usually would. If you show up in shorts and a t-shirt, you run the risk of looking underprepared and losing the respect of your administrators before the meeting begins.
- Consider having a dress rehearsal to practice roles.
- Do you have petitions and letters to present? Print out a copy for each administrator.
- Arrive early.