Sample First Meeting Agenda

Welcome & Introductions
- Introduction of members, leaders, guests
- Sign attendance sheet

About Dining for Women (FAQ document a great resource!)
- Introduction to DFW
  - Mission and Vision
  - Where we give – countries, programs, how much DFW has donated
  - How programs are chosen and why women and children internationally
  - Background – about founder Marsha
  - Philanthropic model – giving circles; dining out $ concept
- Video clip: “Welcome to DFW” www.youtube.com/watch?v=THHsXD3Sc8
- Infrastructure
  - What is a chapter? How many chapters?
  - Chapters are supported by Mentors in regions throughout the country
  - Home office: Marsha is a volunteer, paid Executive Director and part-time employees
  - Annual Appeal – National Fundraising campaigns
- DFW website: robust site with information on sponsored programs, chapters and events, women’s stories and media
- Monthly member newsletter
- Message reminder that we’re “Changing the world .... One dinner at a time!”

Chapter Announcements
- Meeting dates and times
- Request volunteers to host and present programs
- DFW in the news! (Publicity features – newsletter, blogs, local papers, etc)
- Other news

Educational Session
- Introduce featured program and share Program Fact Sheet information (highlight segments you feel are most important)
- Show video
- Lead discussion – Food for Thought provides ample discussion opportunities for your chapter.

Closing and Thank you’s
- Reminders – next month’s meeting, attendance sheet, hostess and presenter sign-ups
- Donation collection location
- Thank you’s to members, presentation volunteers, chefs

Before your meal, whether before or after your meeting, share the Dinner Affirmation, which can be found on the Chapter Resource page on-line, under Connecting with Members.
ALSO – take a picture of your chapter and send it with your story to DFW!!