



Plan Your Meeting Topics

Up to a Year in Advance



Hey! Thanks for your interest in this. Of course, these steps are not written in stone, so please adapt them to what is appropriate or will work for you and your group. In sharing these w/ you, we hope that they are as helpful to you as they have been for us. If you have any questions, comments, ideas or other feedback, please don't hesitate to e-mail us at: QMUGLA@aol.com.

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Take These Steps — Before Your Meeting

o) **THE GOAL:** Identify topics of most interest to your members so you can schedule a calendar of meeting topics from them up to a year in advance.

1) **BRAINSTORM:** From a variety of sources, you'll want to create a list of potential topics of interest (25-30 is good).

a) **Your Officers:** Reflect on what topics have been well-presented, well-attended, well-received, etc. If you have a calendar matrix of past meeting topics (and presenters), reference it for topics that haven't been presented in a while, that seem to get presented quite often, or that have yet to be presented at all.

b) **Your Presenters:** Write one piece of e-mail to go to really good past presenters to ask them what topics they might be interested in presenting.

c) **Your Members:** Write one piece of e-mail to go to all your "members" (however you define that) to (i) let them know that at the next meeting they'll be voting on what topics are of most interest to them, (ii) let them know what topics up are for vote so far, and (iii) ask them for their own suggestions. This can also be a webpage people can reference.

2) **DECIDE:** As officers, decide the easiest way for you to conduct the voting, what votes will be counted as valid, and even what to call your meeting.

a) **For Small Meetings:** For less than 30 people, you may want to do what we do — print the topics up for vote in big letters on legal size paper, tape them up on the wall, give each person five sticky star labels to vote however they want, then during the break we simply tally the stars (write the number right on the paper) and rearrange the topics from highest vote-getters down.

b) **For Large Meetings:** For more than 30 people, getting up to vote may be impractical, and tallying paper ballots may not be the "easiest" way, so you may want to look into voting electronically — maybe you have a FileMaker guru, a super webmaster or a Yahoo! Groups — and set up a few stations. Capture e-mail addresses so you know people are only voting once.

c) **On Write-Ins:** For political elections, you have the right to write-in someone at the time of your vote. For our group, we allow write-ins (last minute topic suggestions) only up thru our explanation step. For your group, if you're using an electronic poll of some sort, you may want to accept write-ins only during the brainstorming step.

d) **On Valid Votes:** For our group, anyone who shows up (officers, presenters, non-members, etc.) to our meeting can vote, but only members w/ e-mail addresses in our membership database can vote absentee. Absentee voters miss out on your explanations and everyone's comments, clarifications and write-ins, and have their absentee votes voided if they vote in person.

e) **On A Name:** We call our annual event our "Star Search" meeting (the TV show was big when we started doing this six years ago), and we give everyone five sticky "star" labels to identify "star" topics, presenters and officers. We consciously chose *not* to call it "Election Night" 'cause that sounded boring and could scare people away.

Take These Steps — At Your Meeting

3) **EXPLAIN:** At the meeting, briefly explain each topic, issue, and officer position up for vote. Once done, allow a few minutes for questions/ clarifications. Explain any write-ins that are suggested. This is important for an “informed electorate” — people can’t vote intelligently if they don’t even know what they’re voting on, what the topic/issue/position is about.

a) **The Topics:** Briefly describe what each topic could be generally about, noting how it actually is presented is entirely up to the presenter.

b) **Any Write-Ins:** Ensure everyone understands what write-ins are up for vote and what they could generally be about.

c) **Presenters Welcome:** Also stress that each topic is open to presenters, too, so not only vote if you want to see a topic presented, but also add your name somehow if you’d like to present that topic. For our group, in addition to five sticky star labels, we also give each person two “__<insert name>__ is interested in presenting this” stickers.

d) **Issues, Too:** This is a great time for them to vote on other issues on the floor — meeting date/time/place, dues, logo, newsletter, website, etc.

e) **Officers Welcome:** This is also a great time for them to nominate themselves for any open officer positions and fill them.

4) **VOTE:** However you have decided was the easiest way to conduct the voting, this is the moment. Woo-hoo! How exciting! For us, we think the physical getting-up-to-vote aspect is really important, as is getting the results the same night, a sense of real individual and group accomplishment, that “I helped set the calendar of topics for the year.”

5) **TALLY:** During the break, tally the votes (including absentee, if any) and prepare to report the results from most vote-getters on down. Congratulations! You have just had your members identify what topics are of most interest to them, and you should have at least 12 meetings worth to carry you through ‘til next year’s big vote, even if you double-up a few.

6) **CHECK:** Quickly check to make sure you don’t have too many or too few votes. If 25 people voted w/ 5 sticky stars each (or online, etc.), then 125 votes should have been cast. Make sure you’re not too far over or under that number. If some top topics have no presenters, ask now while you’ve got them if anyone’s interested. Likewise about issues and officer positions.

— After Your Meeting

7) **SCHEDULE:** Between now and your next meeting, write down what your next twelve meeting dates are. If you know what your last twelve meeting topics were, write them down as a guide, then draft a calendar of topics for your next twelve meetings topics from them. Look for patterns and cycles — they makes scheduling so much easier.

8) **CONFIRM:** Hopefully most of the topics of most interest to your members already have presenters who have volunteered themselves to do them. Write each one an individual piece of e-mail to ask them if such-and-such date is okay w/ them. Most will happily confirm, or at least tentatively confirm, even up to a year away! Always have a back-up in mind.

9) **INVITE:** For those topics that don’t have presenters, take a look inside your group as well as outside of it to identify potential candidates and then invite them, letting them know what date you have in mind but also that you are flexible. Digital Cameras? Check your local camera shop. Graphics software? Local colleges. Troubleshooting? Local Mac consultants. Etc.

10) **UNVEIL:** Once you’ve got your calendar of meeting dates, topics and presenters lined up for the next twelve months, you’re free to gloat! Unveil it at your next meeting! Write a press release for your local media. Members *and* presenters are happy to know when their topics are happening, and you are relieved of the stress of not knowing what’s happening next month, etc.

Possible Topics 2003



For our Star Search 2003 meeting, here are some topics we have yet to cover:

Accessorizing Your Mac: Hardware
Peripherals You Just Gotta Have

AppleWorks

Astronomy

Best of the Net

Customizing Your Mac: Where to get
desktop pictures, icons, sounds, etc.

E-mail

Int'l Mac

Mac Books

Mac Games

Making Money w/ Your Website

PDA's & Syncing w/ Them

Preparing for Disaster

And here are some perennial favorites:

Conflicts, Errors & Crashes IV

Digital Cameras IV

FileMaker Pro

Fonts & Font Utilities

Gay MacJeopardy X

How to Buy a Mac

iMovie

Internet Software Roundtable IV

Looking for Love

Mac Basics

Mac OS X: Panther

Paper

Photoshop 7

Photoshop Elements

Scanner Night

Speech Technology

Video Conferencing

Web Authoring VI

(For UGU, more topics are at <<http://www.mugcenter.com/meeting/meeting.html>>)

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QMUG/LA's 10.0 Planner

	'00-'01	'01-'02	'02-'03	'03-'04
July	"Star Search 2000"	"Star Search 2001"	"Sorenson" 'Star Search 2002'	"Keynote" 'Star Search 2003'
Aug	"Mac Basics" 'the System Folder'	"Job Hunting w/ Your Mac"	'Inside Apple' Painter 7	
Sept	"3D Modeling & Animation II"	"3D Modeling & Animation III"	'Mac Basics' How to Buy a Mac	
Oct	"Digital Video Editing"	"Marketing Yourself & Your Business Online"	"Making Music w/ Your Mac"	
Nov	"Hard Disk Utilities"	"Upgrading Your Mac"	"Backup Strategies"	
Dec	"Mac OS X" (Beta)	"Mac OS X" (v10.1)	"Mac OS X" (v10.2)	
Jan	'MW/SF 2001 Review' "Web Authoring III"	'MW/SF 2002 Review' "Web Authoring IV"	'MW/SF 2003 Review' "Web Authoring V"	'MW/SF 2004 Review'
Feb	"Digital Cameras"	'iPhoto' "Internet Software III"	"Digital Cameras" 'iPhoto 2.0'	
March	"Printers & Printing"	(no meeting)	"Printers & Printing II"	
April	"Conflicts, Errors & Crashes"	"Conflicts, Errors & Crashes II"	"Conflicts, Errors & Crashes III"	
May	"Macs & PCs"	"Tips & Tricks II"	"AppleScript"	
June	"Tips & Tricks" **7th* Anniversary Party	"Shareware & Freeware" **8th* Anniversary Party	"iDVD" **9th* Anniversary Party	**10th* Anniversary Party

108 amazing meetings, **80 unique presentations**



Meeting Nights



On Monday, July 14th, 2003, QMUG/LA will hold its 6th Star Search meeting where we will put forth the motion of whether we should keep our meetings on the 2nd Monday of each month or move them to the 2nd Tuesday of each month. Historically, we only counted votes from those physically present. Because of the nature of this motion, those members who cannot be physically present could not vote, so for the first time in six years we will be allowing absentee voting via e-mail.

So what do you think? QMUG/LA has been meeting on the 2nd Monday of each month for the past nine years. In this past year, we have been receiving a lot of feedback from members who say they cannot attend our meetings because of other meetings or scheduling conflicts. Should we maintain our position that no matter what evening we meet, we'll conflict w/ someone, or should we, after nine years, move our meetings one evening over, or do you not care one way or the other?

Keep our meetings on the 2nd

Monday

Vote here if:

- you cannot meet on the 2nd Tues.
 - you feel we will conflict for someone no matter what evening we meet.

[Vote for Monday](#)

Move our meetings to the 2nd

Tuesday

Vote here if:

- you cannot meet on the 2nd Mon. (Gay Men's Chorus, LAPUG, etc.)
- you feel those meetings are more important than ours.

[Vote for Tuesday](#)

Do

Either

Vote here if:

- you cannot decide, don't care, etc.
- you voted for Perot, Nader, etc.

[Vote for Either](#)

If the above buttons don't work for you (you're using a free Hotmail, Yahoo or other kind of account), simply:

- (1) Create a new message
- (2) Address it to QMUGLA@aol.com
- (3) In its subject field, enter "Monday" or "Tuesday" or "Either"
- (4) Send it on its way!

OR Show up at our Monday, July 14th meeting and vote in person!

Fine Print:

- (1) Only absentee votes from e-mail addresses (or names) in our membership database will be counted.
- (2) Only one absentee vote (the last one we receive) per e-mail address (or name) in our membership database will be counted.
- (3) Only absentee votes w/ "Monday" or "Tuesday" or "Either" in their subject fields will be counted.
- (4) Only absentee votes for Meeting Nights will be counted. Votes for Topics or Officers will not be counted.
- (5) Only absentee votes via e-mail will be counted. Votes via fax, voicemail or snailmail will not be counted.
- (6) Only absentee votes received before Monday, July 14th, 2003, 8pm PDT will be counted.
- (7) All members are encouraged to vote absentee. Those who also show up at our Monday, July 14th meeting will have their votes in person counted, and have their absentee vote crossed off the list and not be counted.



Future QORE Members

The primary purpose and responsibility of the QORE is to plan and prepare for the future, immediate and long-term, to brainstorm and think big, to set goals and figure out how to get to them. QMUG/LA could be so much, and with your help in one or more of the following areas, it can be:

Digital Camera Chair. Help capture and document the goings-on and history of QMUG/LA — our wonderful officers, presenters, members, meeting room, etc. — for our website and for future reference; Optimize these images — color-correct, remove red-eye, etc. — before submitting them, etc.

Female Co-Chair. Help represent the group in an official capacity to new female attendees, women’s organizations, and women’s publications; Encourage women to attend, participate and share their perspective; Co-facilitate general meetings (Introductions, Technical Q&A, etc.), etc.

Finance Chair. Help collect our end-of-meeting voluntary donations; Release funds for our nominal recurring expenses; Keep a balance-sheet of these activities; Periodically report the status of our finances to the QORE; Sell tickets during our anniversary meeting for our awesome raffle items, etc.

Major Events Chair. Help prepare sheets on costs to participate in major events, e.g. Macworld Expo/SF in Jan., L.A. Gay Pride Parade and Festival in June, Sunset Junction in Aug., etc.; Reserve tables for these events; Decorate these table(-area)s; Schedule volunteers to staff these tables, etc.

Marketing Chair. Help identify potential sources for QMUG/LA-logged balloons, desktop patterns, mousepads, mugs, polo shirts, screensavers, startup screens, stickers, t-shirts, etc.; Prepare sheets on estimated costs and expected returns; Purchase these items and make them available for sale, etc.

Membership Chair. Help distribute our sign-in sheets during monthly meetings; Collect them; Enter their info into our FileMaker Pro database; Send out our monthly meeting reminders; Update our database from bounced reminders; Call members to get correct, current e-mail address, info, etc. ->

Publicity Chair. Help ensure QMUG/LA is listed in as many places for free as possible, e.g. local lesbian, gay, bisexual, computer, and L.A. publications, etc.; Ensure our listing information is correct; and Prepare sheets on costs of actually purchasing advertising in various publications, etc.

Clearly, we welcome involvement from anyone on anything else, but these are the areas the current QORE have identified as where and how we need the most help. So c’mon, think different and be crazy enough to help push QMUG/LA forward so we can glorify you w/ a Certificate of Appreciation!

QORE Members: [Past](#) [Present](#) [Future](#)



Star Search 2003 Results



Our Star Search 2003 Results are *in*!

by topic:


1. Accessorizing Your Mac	0
2. AppleWorks	3
3. Astronomy	1
4. Best of the Net	4
5. Conflicts & Crashes IV	1
6. Customizing Your Mac	6
7. Digital Cameras	4
8. E-mail	0
9. FileMaker Pro	3
10. Firewalls	1
11. Fonts	2
12. Gay MacJeopardy X	3
13. How to Buy a Mac	0
14. iMovie	2
15. Int'l Mac	0
16. Internet Roundtable	0
17. Looking for Love	1
18. Mac Basics	4
19. Mac Games	2
20. Mac OS X: Panther	6
21. Making Money w/ Yr Site ...	4
22. Paper	1
23. PDAs & Syncing w/ Them	1
24. Photoshop 7	6
25. Photoshop Elements	0
26. Preparing for Disaster	2
27. Scanner Night	4
28. Speech Technology	1
29. Video Conferencing	0
30. Web Authoring VI	3

by interest:

1. Customizing Your Mac	6
2. Mac OS X: Panther	6
3. Photoshop 7	6
4. Best of the Net	4
5. Digital Cameras	4
6. Mac Basics	4
7. Making Money w/ Yr Site ...	4
8. Scanner Night	4
9. AppleWorks	3
10. FileMaker Pro	3
11. Gay MacJeopardy X	3
12. Web Authoring VI	3
13. Fonts	2
14. iMovie	2
15. Mac Games	2
16. Preparing for Disaster	2
17. Astronomy	1
18. Conflicts & Crashes IV	1
19. Firewalls	1
20. Looking for Love	1
21. Paper	1
22. PDAs & Syncing w/ Them	1
23. Speech Technology	1
24. Accessorizing Your Mac	0
25. E-mail	0
26. How to Buy a Mac	0
27. Int'l Mac	0
28. Internet Roundtable	0
29. Photoshop Elements	0
30. Video Conferencing	0



's Current Calendar

Here are the dates, topics and presenters for our *10th* year of meetings, July 2003 - June 2004! These dates and topics also appear in our iCalendar, so subscribe to it! 

- Mon, Jul 14th 2003 **“Keynote”**
 presented by Garr Reynolds, and

“Star Search 2003”
 presented by the QORE
- Mon, Aug 11th **“Fun w/ Scanners”**
 presented by Doan Stafford
- Mon, Sep 8th **“Mac Basics”**
 presented by Stephanie Gans_
- Mon, Oct 13th **“Making Money w/ Your Website”**
 presented by Deborah Shadovitz_ and Mario Salinas_
- Mon, Nov 10th **“Stop Spam Now”**
 presented by Doug Glenn_ and

“Best of the Net”
 presented by the Doan Stafford
- Mon, Dec 8th **“Mac OS X: Panther”**
 presented by Tyler Purcell and Dan Shaw_
- Mon, Jan 12th 2004 **“Macworld Expo/SF 2004 Review”**
 presented by Doan Stafford, and

“Web Authoring VI”
 presented by Doan Stafford
- Mon, Feb 9th **“Digital Cameras”**
 presented by Samy's Camera_
- Mon, Mar 8th **“Adobe Photoshop”**
 presented by Christian Boyce_
- Mon, Apr 12th **“Customizing Your Mac”**
 presented by Doan Stafford
- Mon, May 10th **“AppleWorks”**
 presented by Deborah Shadovitz_
- Mon, Jun 14th **“Gay MacJeopardy X Anniversary Tournament”**
 presented by the QORE, and

“QMUG/LA's *10th* Anniversary Celebration”
 presented by the QORE

QMUG/LA invites you to what should be an interesting and exciting year!

You may also want to see our [Calendar](#)