



**Come to Order: How to Run a Productive Meeting**  
**Facilitated by:**  
**Wanda Lloyd, Retired Professor, Savannah State University**

Given the frustration most people feel when their time is wasted, gaining a reputation for running efficient and successful meetings is good for you and your group members. Attitudes, arguments and personal agendas should not be a part of your meeting agenda.

Running an effective meeting is more than sending out a notice that your team is to meet at a particular time and place. Effective meetings need structure and order. Without these elements they can go on forever and not accomplish a thing.

With a solid objective in mind, a tight agenda, and a commitment to involving the meeting participants in the planning, preparation, and execution of the meeting, you are well on your way to chairing great meetings.

**Where's The Money: Finding What's Available to Fund Your Action Plan?**  
**Facilitated by:**  
**Dr. Thomas Bullock, TRiO Academic Success Coach, Armstrong State University**

Grants are non-repayable funds or products disbursed or gifted by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity, educational institution, business or an individual. In order to receive a grant, some form of "Grant Writing" often referred to as either a proposal or an application is required.

Most grants are made to fund a specific project and require some level of compliance and reporting. The grant writing process involves an applicant submitting a proposal (or submission) to a potential funder, either on the applicant's own initiative or in response to a Request for Proposal from the funder. Other grants can be given to individuals.

This workshop will give you the tips and tools to help you find local, state or federal grant money or "free money" that may be available to fund your project.