

Sample Tenant Association Meeting Agenda

Introductions

Start the meeting by having everyone introduce themselves including the unit they live in, something personal about themselves, and why they came to the tenant meeting.



Identify shared problems

Before the first tenant meeting you may feel like you are the only one with problems in your building! But that isn't true. Spend some time to give everyone a chance to share the challenges they've had with management.

- Keep the focus on building-wide issues. The list of building wide issues can later be turned into a list of “demands” for management.
- Use a document, such as a repair log, to track the issues in each person’s individual apartment for follow up
- While people need enough time to “vent,” don’t allow this to go on for too long and turn into a complaint session. Remember, you’re organizing because you believe change is possible!

Sample Tenants' Association Meeting Agenda

Form a collective vision

- *What changes do you want to see in your building or community?*
- *Form a list of collective demands and include things like:*
 - Repairs
 - Restore heat and hot water
 - Extermination of rodents, bed bugs, or roaches
 - Address mold or unclean conditions
 - Maintenance for elevators or other building amenities
 - Trash removal
 - Tenant safety concerns
 - End tenant harassment or frivolous lawsuits

Develop action steps

Identify the next steps you want to take. Examples of action steps include:

- A leadership meeting to formalize tenant association structure and roles
- Preparing for a meeting with the landlord
- Outreach to collect a full list of repairs needed in the apartments
- A “know your rights” presentation with an attorney or community based group to educate tenants about your rights
- A meeting with a neighboring building that organized recently to learn from their strategy

Schedule your next meeting

- End the meeting by scheduling your next meeting.
- Delegate any tasks for the next meeting. Decide who will do outreach, who will facilitate, who will keep time, or bring food to the next meeting. This helps with building a sense of shared responsibility in the tenant association.

For more resources on meeting facilitation, visit:

- [Resident Action Project](#)
- [TenantNet](#)
- [National Alliance of Hud Tenants](#)