



Minnesota Chapter
3900 Main Street N.E.
Minneapolis, MN 55421
Office (763) 781-1212

Web site: www.fpamn.org

Small Community Practice Groups

Suggested SCPG Guidelines:

- Group discussions should not be discussed with nonmembers without the permission of members. A sense of confidentiality helps promote lively, open group discussions.
- Consideration should be given to time constraints so that each member has the opportunity to share and join in the discussion.
- Monthly meetings held on the same day each month, at the same time of day and at the same location help promote attendance and commitment to the group.
- Meetings are more productive by having a specific topic, led by a facilitator and assisted by a separate note-taker. The roles of facilitator and note-taker should rotate allowing each member the opportunity to lead or document the discussion.
- By establishing an agenda, selecting topics six months ahead and updating the topic list quarterly, meetings will be more productive and interesting.
- Meetings should begin and end in a timely manner.
- Approximately ten to twelve members appears to work well in small group settings.
- Emailing a reminder one week before the next scheduled meeting and the day before help promote attendance.
- Encourage a commitment to attend all meetings with the understanding that occasionally a member's personal and professional commitments will provide conflicts.
- Consider establishing a minimum meeting attendance threshold. For example, if a member misses three meetings in a twelve month period, the group will evaluate whether to continue that person's membership.
- Occasional guest speakers are encouraged as a great source of in-depth knowledge to stimulate group discussion.
- If you invite a high profile speaker who usually commands a fee, it may be helpful to contact other SCPGs, using the FPA of MN email system. Contact Bonnie Stanley at office@fpamn.org
- If your group needs additional members, FPA of MN can assist you with a special announcement at a monthly meeting.