

COMPONENTS OF EFFICIENT MEETINGS

- ❖ CULTURE
- ❖ PLANNING
- ❖ MATERIALS IN ADVANCE
- ❖ FACILITATION
- ❖ STRATEGIC FOCUS
- ❖ TEAM BUILDING
- ❖ LISTEN AND ASK
- ❖ RECOGNIZE AND THANK
- ❖ EVALUATE
- ❖ MINUTES
- ❖ ACTION ITEMS

DEVELOPING YOUR MEETING ‘CULTURE’

Logistics

- Layout
- Acoustics
- Seating
- Power seat

Positive Atmosphere

Social Time

Engaged Members

Clear Strategic Purpose

Ground Rules

- How long can someone talk—discuss after meeting with Chatty Kathy
- Table and move on
- Start and end on time – don’t restart for late-comers
- Side conversations

PLANNING

Facility

Agenda

Time Slots

Consent Agendas

MATERIALS IN ADVANCE

Agenda

Consent Agenda Items

Minutes

Treasurer Reports

Committee Reports

Are people reading? Quiz – prize??

FACILITATION

Who
Time Keeper
Minutes
Follow Agenda – Avoid Other Items
Listen
Encourage Participation
Eliminate Tension
Follow Ground Rules

STRATEGIC

Strategic Plan and Goals
Consider Placing at Beginning of Meeting

TEAM BUILDING

Ice Breakers
Build Relationships
Address Tension and Conflicts

LISTEN AND ASK

Listen to Members
Ask Questions
Involve the Quiet Thinkers

RECOGNIZE AND THANK

Years of Service
Event Leadership and Participation
Thank You Notes
Small Tokens

EVALUATE

Yourself, Board, Members

MINUTES

Permanent Official Record - Signed
Timely Distribution

ACTION ITEMS

Assign
Clarify
Follow-up