



# *Effective Meetings*



*No Way Am I Joining a Board that has 3 hour meetings, Mr. Spock!*



## **Don't forget the mission**

**Start each meeting with a mission-related item**

- \* Have a person from an organization we helped tell their story**
- \* Ask a board member who did volunteer work to tell us about it**
- \* Ask a member of a committee to tell us about a day in the trenches**

**Example: Our treasurer-elect leads a gardening project at the county jail.  
Let's have a 5 minute update on that!**



## *Send out Agenda and Reports in advance*

**Committee reports  
President's Report  
Treasurer's Report  
Minister's Report  
Meeting Minutes  
Action Items List**



Here's my report, captain.



*Hey, we have new civilizations to seek out, what's the agenda of this meeting?*

- 1. Write down all the items to be covered.**
  - a. Skip the updates. Those are in the advance info.**
- 2. Give a certain number of minutes to each item on the agenda**
  - a. Now look at that one item that everyone will want to talk about for 30 minutes. Did you give it enough time? Does such a discussion belong in this meeting?**
- 3. Put the 3 most important items first.**
- 4. Don't overload the agenda. Long, meaty discussions should be done in a committee meeting or workshop.**
- 5. Assign board members to lead the discussion on some of the items.**



## *Sample agenda*

**6:45 – Chalice lighting and check-in**

**7:00 – Approval of minutes from 03/17/16 meeting and review AIs**

**7:05 – Request from Tammy Nist to store her piano**

**7:15– Skype with Satya Tabachnick to discuss serving as her Sponsoring Congregation**

**7:30 – DLFD job description – Kathleen**

**7:45 – Stewardship update**

**7:55 – Space Task Force update – Gay**

**8:10 – Date for budget meeting in May**

**8:15 – Jo’s new development with Cortland**

**8:25 – Finance Report**

**8:35 – Other Reports**

**8:45 – Closing and adjourn**

*What are the 3 most important items the Board needs to discuss?*

*You see those “updates”? They should be in the prelim written info. Questions only at Board meeting.*

*Instead of “Check-in” How about 5 minutes of “reconnecting with our mission”. Example: Jo’s Cortland work?*





## *Manage the Meeting By the Clock*

- **Arrive to the meeting early**
- **Have a Time-keeper**



- **Use a “Parking Lot” to handle off-topic discussions**





## ***Using a Parking Lot***

- 1. At the beginning of the meeting, explain you expect everyone to focus their discussions on the agenda. Further, explain that this rule will help the meeting stay productive and end on time.**
- 2. Keep the meeting agenda document in front of you as a guide.**
- 3. Go through each agenda item**
- 4. Monitor and contribute to the discussion**
- 5. When someone raises an interesting point that does not relate to the agenda, say the following: “Thank you for that point. Let me write down that item in the *parking lot* and I will include it in the meeting notes that I will send out by email so we can explore that point at the right time.”**
  - a. A big piece of paper on an easel is a good place to note down items for later. Take a photo of it at the end to help you remember what items need to be followed up.**





## *Pre-wire your meeting*



**From time to time, major decisions will be discussed in meetings, such as the budget. Serious decisions like this require the pre-wiring habit.**

**In essence, you communicate with people one-on-one before the meeting about the decision, before the meeting occurs.**