

High Impact Meetings & Communications

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Your Last Board Meeting

- The meeting followed the agenda
- The agenda focused on future issues
- The meeting started and ended on time
- All board members were active participants
- The chair led the meeting with skill

Your Last Board Meeting

- The board packet materials helped me to prepare for the meeting
- Our meeting focused on the right issues that should be our board's concern
- We stayed on track and kept the mission as our guide
- We covered all of the issues thoroughly and objectively
- I left the meeting needing what I need to do next

When, Where and How?



Timing & Location

- Standing meeting time vs. as needed
- Frequency
- Flexibility and compromise
- Chapter house, campus, or outside location
- Travel reimbursement

How Long?

- Balance between business and personal interaction
- Agenda is the key tool
 - What is the purpose of the meeting?
 - Is the agenda appropriate?
 - How skilled is the board chair?
 - Are the materials helping board members to be prepared?

Building the Agenda

- Focus on the future
- Avoid trivial matters that could be handled via e-mail, phone, or by committee
- Use the strategic plan as the guide
- Gear discussions toward the next phase – where you want to be

Using a Consent Agenda

- Standard, regular, and routine items “packaged” under one vote
 - Committee, officer and house director reports
 - Approval of minutes
 - Routine documents
 - Previously deliberated items needing final vote
- Board packet is key to success

Decision Making

- Parliamentary procedure
- Deliberation
- Consensus
- Devil's advocate
- Voting
 - Majority or super-majority
 - Proxy
 - Split vote
 - Abstention

Minutes

- When, who, and what happened
- “Memory” of the meeting
- Readable and understandable
- Sent in a timely manner
- Keep members accountable
- Legal document
- Minutes book with reports & documentation



Board Member Accountability & Communication Between Meetings



The Board is a Team

- Engaged board members!
 - Responsibility
 - The work itself
 - Achievement
 - Recognition
- Accountability
- Set Deadlines



Communicate About Communication

- Discuss methods
- Discuss expectations
- Allow for reporting
- Provide recognition

Key Questions

- Before the meeting
- During the meeting
- After the meeting
- Other underlying issues