

Let's have the...

# BEST MEETING EVER!

Presented by

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A graphic of a wheat stalk with three ears, positioned to the right of the text.

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# Start having great meetings now

- ☞ Have a vision for the meeting to be the best ever.
- ☞ Have a plan:
  - Time, sequencing, desired outcomes and process
- ☞ Share the plan in advance
- ☞ Expect the value of the meeting to emerge during the meeting itself
- ☞ The magic mix:
  - Preparation and planning, 50% of success; Participation, 25%; Facilitation, 25%

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# Start having great meetings now

- ❶ Establish a sustainable meeting pattern
  - Frequency
  - Flow of preparatory information
- ❷ Have some structure and written materials that you can build on over time
  - Don't get stuck in oral-only pattern that's hard to break out of.
- ❸ Great meetings attract great people

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# Large group meetings

- ❏ What's the plan to make this the best meeting ever?
- ❏ What's new?
- ❏ How will we make it participatory?
- ❏ What's the feeling we want everyone to leave with?
- ❏ Who will be leading the event?
- ❏ What's an expected range of what might happen?



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# Tools for planning and preparation

- 🌀 Planning tool
- 🌀 Meeting packet
- 🌀 Cover memo
- 🌀 Agenda



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# Tool: meeting planner...

Time	Outcome	Process	notes to facilitator
10 mins	everyone understands X, no decision needed	Do a go around looking for high level of understanding of X	Remind people to just take 1 minute to share their insights about X
60 mins	Presentation of info by expert Y with goal of be well informed for pending decision	presentation builds on packet material, Q&A follows	allow room at end for a quick go around to hear from everyone if questions remain
10	Decision on Z	Frame the motion in advance in the cover memo;	Check to see if any questions remain on the decision, ask for motion, second and vote.
10	XX knows what to include in the member communications	A call out for input... everyone welcome to chime in	Check to see if XX has what she needs to write up the member communications
10	Board has practiced speaking in once voice	Our usual practice of fielding a candidate question or two, followed by a go around with everyone taking a turn answering the same question	

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# Meeting packets

- ❶ Everything needed to prepare is in one packet.
- ❶ Everyone responsible for an agenda item provides material for the packet.
  - The short memo is a wonderful tool
- ❶ Expect that everyone uses the packet to prepare for the meeting.
  - Packet available well enough in advance
- ❶ Don't include extraneous information

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# Cover memo

- ❶ Some people can translate a meeting agenda and others can't
- ❶ Walk people through the vision of the meeting, including...
  - Desired outcomes and process for each agenda item
  - Preparation tips
  - Thanks for those organizing materials for each item

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# Sample cover memo...

Greetings,

We have perhaps the best meeting ever coming up next week! We've assembled all the necessary materials for your preparation in this packet. Thanks in advance for coming to the meeting prepared and ready to act!

As is our practice, we'll be working with a mix of open session and executive session. As described below, our first discussion will be in open session, so please keep your comments general. The presentation and followup discussion will be covering confidential details so will be in executive session. We'll then go back into open session for our decisional item.

First off, we'll do a quick go around to check to see if we have a common understanding of X. This shared understanding is critical for us to move forward. Please review the materials that Jane provided (thanks Jane!), and be prepared in 1 minute or less to share an insight that demonstrates your understanding. We'll only take 10 minutes total for this, so it'll move pretty quickly...

Next up we'll have a presentation by Y intended to move us forward toward our decision about Z. We'll have about an hour for the presentation plus Q&A. At the end we'll do a quick go around to check for any outstanding questions or issues before we move into decision making mode. We'll move out of executive session next so be sure you've covered any details in executive session.

We've been working on Z for some time and tonight's the night to consider a decision. We'll be looking for a motion something along the lines of...

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# Sample cover memo...

I move that, in accordance with recommendations from our General Manager and the experts from CDS Consulting Co-op and NCGA Development Co-op, and our attorney that we authorize the General Manager and board president to execute the lease on our preferred site with the contingencies outlined in executive session.

I'll call for motion, a second, check for any remaining discussion, then ask for a vote.. all in favor, against and abstain.

We'll gather information for our communications to members and do a practice board holism question. We'll wrap up the meeting with an evaluation go around, then adjourn to the pub bakery for cake!

Thanks in advance for your preparation and good spirits in helping us make this the best meeting ever!

Cheers  
ZZ Top



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# Key ingredients for an agenda...

Please arrive on time and prepared for a prompt start at 1pm; We'll adjourn at or about 2:45			
Item/topic	Outcome	Presenter	Time/running time
X	Everyone understands X, no decision needed	ZZ	10 mins, 1:10
Presentation of info by expert Y	with goal of be well informed for pending decision	ZZ and Y	60 mins, 2:10
Z	Decision on Z	ZZ	10 mins, 2:20
Member communications	XX knows what to include in the member communications	XX	10 mins, 2:30
Board holism	Board has practiced speaking in once voice	ZZ	10 mins, 2:40
Meeting Evaluation	How'd we do today?	OO	5 mins, 2:45

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# Effective facilitation

## The facilitator

- Prepares
- Acts as the group's servant-leader
- Follows and enforces group behavior and decision-making norms

## Begin and end the meeting on time

## Follow the agreed-upon agenda

- Explain the process in advance of each item

## Encourage/equalize participation

- Manage interruptions and digressions

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# A meeting toolbox for enhancing conversation

- 🌀 Parking lot!
- 🌀 Table the topic for later
- 🌀 Individual writing
- 🌀 Structured go-round
- 🌀 Small group discussion
- 🌀 Group voting
- 🌀 Affinity diagram (K-J technique)



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# A good resource

 Kaner, Sam et al. *Facilitator's Guide to Participatory Decision-Making*, second edition. San Francisco: Jossey-Bass, 2007

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# QUESTIONS?

# COMMENTS?

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THANK YOU

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