



BoardOnTrack

Running Great Board Meetings Part 2 – Running Effective Board Meetings

Webinar





TODAY'S FORMAT

- Quick review of Part 1 of this series, Preparing for a Great Meeting
- Best practices for managing your meeting for success
- Tour of BoardOnTrack's meeting management system
- Time for Q&A after the presentation

We will provide a link to a recording of this webinar.



What We're Going to Cover

- Suggested protocols to help shifting meetings from being reactive to being strategic
- Responsibilities of the Board Chair, CEO and Board members during the meeting
- Quick tips to make sure your meetings accomplish your short and long-term objectives
- Easy ways to evaluate the effectiveness of your board meetings and develop a concrete path for improving them



First – A Quick Review of Part 1 of This Series, Planning for Success

- Importance of having an annual board meeting calendar that includes a balance of strategic and basic board business
- Set expectations on meeting attendance, participation and RSVP process to ensure quorum
- Align agenda items to annual objectives along with items from your annual calendar
- Have a consistent agenda structure and process, so board members know what to expect
- Make board meeting packets available ahead of the meeting, so board members can be prepared to take action



It's Meeting Time Now What?



Basic Formula for Success

- Use your agenda as a roadmap, and follow it
- Stick to your annual board meeting calendar to ensure key board business is taken care of
- Board members should be seated in a way that is conducive to productive problem-solving and decision-making
- Assign a non-participant to record the minutes
- Bookend the meeting with vision and inspiration, and make sure your board members leave inspired



Additional Tips for Top-notch Meetings

- Send out all materials well in advance of the meeting so board members are amply prepared
- ***No surprises.*** Make sure board members aren't hearing something for the first time at a board meeting
- Each meeting should include some discussion that aligns with your annual objectives along with regular board business
- Make sure you have a published policy for public comment
- Physical space planning – make it “feel” official



Meeting Flow and Order of Business

- **Opening the meeting** after taking attendance, call the meeting to order and approve the previous meeting minutes
- **Report of the CEO** chief professional staff person of the organization presents a regular report as part of the board meeting
- **Reports from standing committees** listed in the by-laws are usually called on, in the order in which they are listed. A motion arising out of an Officer's report or Committee report is taken up immediately
- **Unfinished business** from your previous meeting
- **New business** includes correspondence or new information that needs action, or new items to discuss that may be FYI items
- **Adjournment** after the presiding officer asks if there is any further business before making a motion to adjourn



Be Competent with Parliamentary Procedures

Parliamentary procedure ensures you'll have an orderly meeting, and all parties can have a voice in any discussion.

Some of the basic rules include:

- Making a motion, seconding a motion, amending the motion
- Taking the vote (recording individual votes if required)
- How to appropriately end a debate
- Motion to table (for future meeting)

For a handy reference guide, email info@boardontrack.com



Let's talk a Little About Logistics

- Start on time, manage the time, end on time
- For full participation, assign someone other than a board member or CEO to take minutes (can't reason and write at the same time)
- For remote attendees, ensure they can hear and be heard
- Ensure full board participation - share the air



Board Meeting Roles



Tips for All Board Members

Your responsibilities include:

- Be objective – make sure you have the relevant facts and context in which to make decisions (that means reading the board packet before the meeting)
- Be open and reflective of diverse points of view, hears all sides, and assess the positive and negative consequences of various choices
- Ask tough questions – consent vs. consensus
- Cast your vote, and support the decision of the board
- Avoid the parking lot “after-party”, which can be destructive



Tips for Board Chairs

Your responsibilities include:

- Recognize that you have a quorum
- Call the meeting to order
- Motion to approve the agenda as is and previous minutes
- Keep to agenda time and try and keep the meeting moving.
- Adjourn the meeting

Manage the discussion time – enough for clarification and contribution, but not to lose the plot.



Tips for the CEO

- Make sure participants have all the materials needed at hand before during the meeting
- Include your routine monthly executive report as part of the board packet, so the board can be prepared to respond
- Be clear during the discussion of which items apply to “governance” and which ones are “management.”

A good rule of thumb is that the board focuses on defining results and you focus on the means to achieve those results.

- Make sure it's clear what items are discussion only and which items need board approval



Evaluate Your Board Meetings

- ▶ **Option 1: + – Δ (plus, minus, delta)** Go around the room and ask trustees to weigh in on:
 - + what was good about the meeting
 - what wasn't effective about the meeting
 - Δ what they would change

- ▶ **Option 2:** Develop a quick set of standard questions, and rotate through the trustees, asking each one to comment.
 - Sample questions:
 - Was this an effective meeting?
 - Why or why not?
 - How could it have been improved?
 - What percent of our time was reactive vs. strategic? etc.



After the Meeting



Staying On Track

- Make sure you are clear on open-meeting law requirements for posting minutes in your state, including executive session meetings
- Have a consistent and reliable posting process, so the community can easily access your board meeting documents
- Publish the draft meeting minutes and send to the board soon after your meeting for review
- Board Chair and CEO should *debrief within a week of the meeting, and begin the draft agenda for the next

**Review board member feedback on what's going well, what to improve*



Streamline Your Meeting Process Using BoardOnTrack



Interested in Getting Support to Make Your Meetings More Effective?

Members	Non-Members
Contact Your Governance Coach and Get Support on Making Your Meetings More Effective	info@boardontrack.com and ask for Free Consultation