Meeting Management

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Agenda (Objectives)

01 The 5 Ps of MM
02 Agenda &Roles
03 Parli Pro
04 Records
05 On-line Meetings
06 Summary
Purpose

- Is the meeting necessary
- Allows others to plan ahead
- Work toward actionable outcomes
Product

- Purpose leads to Product
- Clear & actionable results
People

- Make sure everyone you invite has a purpose
- Respectful & Collaborative Environment
Process

• How a meeting is ran/structured
• Refer to bylaws/policies & procedures
• Parliamentary Procedure
Preparation

- President/Chairperson
- Helps revisit purpose & process
Send notice to stakeholders prior to making the agenda
Include start time, time allotted, estimated end time
Plan for introductions
Allowance for additions to agenda
Agenda

- Inform members of items they are responsible for
- Send out prior to meeting, per bylaws/policies and procedures
- Send previous minutes out
Roles

Chair/President  Secretary  Committee Members  Members
President/Chairperson

Prior to the Meeting

- Send out agenda and minutes from previous meeting
- Gather reports, if necessary
President/Chairperson

- Call meeting to order
- Approving of Minutes
- Reports from committees
- Old Business
- New Business
- Announcements
- Adjourn
Secretary

- Take minutes during the meeting
- Send minutes to president/chairperson promptly after meeting
Treasurer

- Keep accurate records of funds
- All funds encumbered should be approved by committee--Refer to bylaws
- Should present report at meetings
- Budget should be prepared for annual business meeting at Summit
Committee Members/Other Officers

- Be prepared to give reports about committee work since last meeting
Members

- Engage your membership
- Provide Updates and ask for feedback as necessary
Parliamentary Procedure

- Helps achieve purpose
- Provides equal treatment to all
- Expedites time
- See handout
Records

- Keep accurate records
- Share
On-Line Meetings

- Same rules apply
- Be sure and take role
- Lay the ground rules
Keys to Success

Effective Meetings have three things

- An Agenda
- Time Limit
- Action Plan
Questions/Discussion