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Board Management Simplified.

WEBINAR:
**Effective and Engaging Virtual Meetings
What You Need to Know**

Points we will cover in the webinar:

- Introduce webinar guest Kim Donahue, nonprofit veteran and governance expert

- What goes wrong in virtual meetings and causes people to disengage

- How to design an effective agenda, tailored to virtual meetings

- Aspects of the "human element" and how to overcome them

- Best practices for making sure more gets done between meetings

- Tools to make your virtual meetings smooth, engaging, and effective

- Q & A with the audience (please post questions in chat throughout webinar)

Kim Donahue

Nonprofit Governance Expert

- Over 20 years of nonprofit governance advising at United Way of Central Indiana

- Specializing in nonprofit board governance, engagement, conflict resolution, and strategic planning

- Currently at Newgrange Consulting, facilitating peer groups of nonprofit professionals

- Office hours available to Boardable subscribers

Trends in Virtual Meetings

- Many boards have completely remote members

- Due to COVID-19, most boards are now meeting virtually

- Zoom, a popular video conference platform, had 600,000 new downloads last weekend

Poll Question: Does your board allow virtual attendance?

- What do your bylaws say?
- Remote attendance?
- Remote voting?
- Good procedures in place?

Poll Question: Is your board currently planning a first virtual board meeting?

- How do you amend bylaws to allow it?
  - Try a provisional vote
  - Follow with an email vote to document

- What are board member expectations? Do they feel like "observers" in meetings?

What are some tools for virtual meetings?

Lots of great software out there:

- Zoom – very popular, free options

- Google Hangouts – slightly more difficult for less tech-savvy

- Skype – free, some quality issues

- Verify number of permitted participants

Video is always better than just audio!

Virtual Meeting Prep

| Agenda | Reports | Purpose | Technology | Expectations |

AGENDA:

- Provide time limits for each item

- Assign people to each item

- Emphasize the importance of being concise

- Most important item(s) first!

Virtual Meeting Prep

REPORTS:

- Don't read them out!

- Provide before meeting

- Ask for questions, move on

- Make a game of quizzing members on the report contents

PURPOSE:

- What is the reason for the meeting?

- Make a decision? Solve a problem?

- Be sure agenda reflects purpose

- Consider only meeting when necessary

Virtual Meeting Prep

TECHNOLOGY:

- Practice with the technology!

- Log in early.

- Appoint a tech troubleshooter.

- Keep it simple. Provide other information prior to the meeting.

EXPECTATIONS:

- Let members know meeting will be concise and necessary.

- Set expectation of video.

- Everyone will talk.

- Don't do other things during the meeting!

During the Meeting: Pro Tips

Getting Started

- Start on time.

- Greet everyone as they enter.

- Do a quick check in, get everyone talking.

  - One-word description

  - What are you liking on Netflix?

- VIDEO ON, MUTE OFF.

  - Encourages participation, decreases working on other things

Harvard Business Review: 5 Steps

1. **60-second rule**. Take a moment to help feel / understand the pain or problem.

2. **The responsibility rule**. There are no observers.

3. **The nowhere to hide rule.** Provide polls, breakout work, etc.

4. **The MVP rule.** (Minimum Viable Powerpoint)

5. **The 5-minute rule.** Don't go more than five minutes without participation.
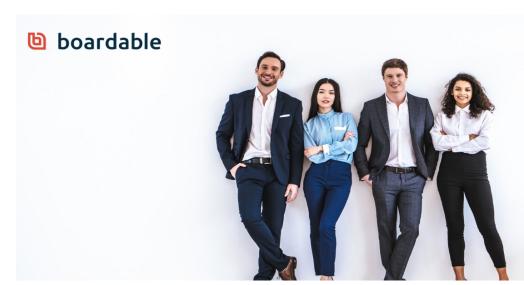
https://hbr.org/2020/03/how-to-get-people-to-actually-participate-in-virtual-meetings

More Actionable Advice

Remember the people element.

- Everyone participates.

- One person speaks at a time.

- Hard on ideas, soft on people.

- Create a parking lot for off-topic ideas.

- No more than an hour!

- Make sure everyone is heard. Call on people for input regularly.

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Last, but not least: Virtual Meeting Follow-up

Do:

- Have a plan for parking lot ideas.

- Check in at the end of meetings: What could we do better? What worked?

- Get meeting minutes out quickly.

- Follow up on tasks assigned.

- Consider modified schedule – shorter meetings more often?

Virtual Board Tools

Start a free trial now!

- Public meeting page

- Task Tracker tool

- Meeting center, documents, discussions

- Online voting

- Convenient mobile app

- COMING SOON: Boardable Video Conferencing, e-signature, and more

Be Productive Between Every Meeting – Virtual or Traditional
April 23 at 2PM ET

- What is the recipe for stellar productivity?

- What is different about virtual board productivity?

- Actionable advice for improving results

- Techniques for staying involved in the meeting while documenting proceedings

Kev Khayat,
Nonprofit Problem Solver

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Q & A Time

Please enter questions and comments in the chat area. We will address as many as possible and summarize answers in the slide deck.

Thank you for joining us!

Watch for a replay email soon.

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