WEBINAR:

Advanced Meeting Management
How to Conduct the BEST Board Meetings Ever

Points we will cover in the webinar:

- Introduce webinar guest Kim Donahue, nonprofit veteran and governance expert
- What needs to happen BEFORE an effective meeting
- How to plan the meeting itself
- Crucial components of effective meeting conduct
- Ways to set the board up for productivity between meetings
- 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 Board Meetings

- 2019 Board Engagement Survey
- 640 nonprofit board members, chairs, executive directors, staff, and consultants
- Volunteered responses digitally and anonymously in Survey Monkey Nov-Dec 2019

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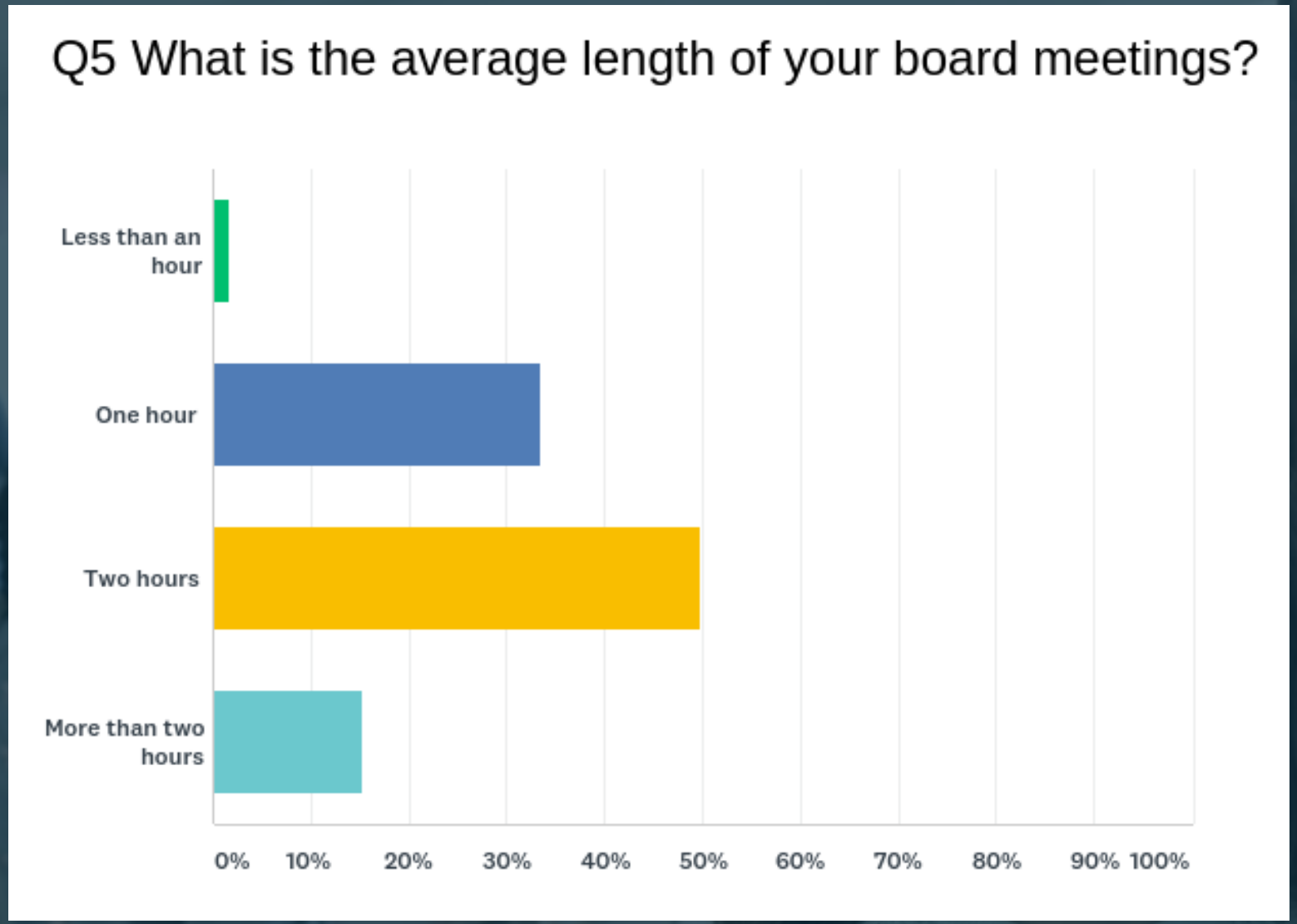
How to Conduct the BEST Board Meetings Ever



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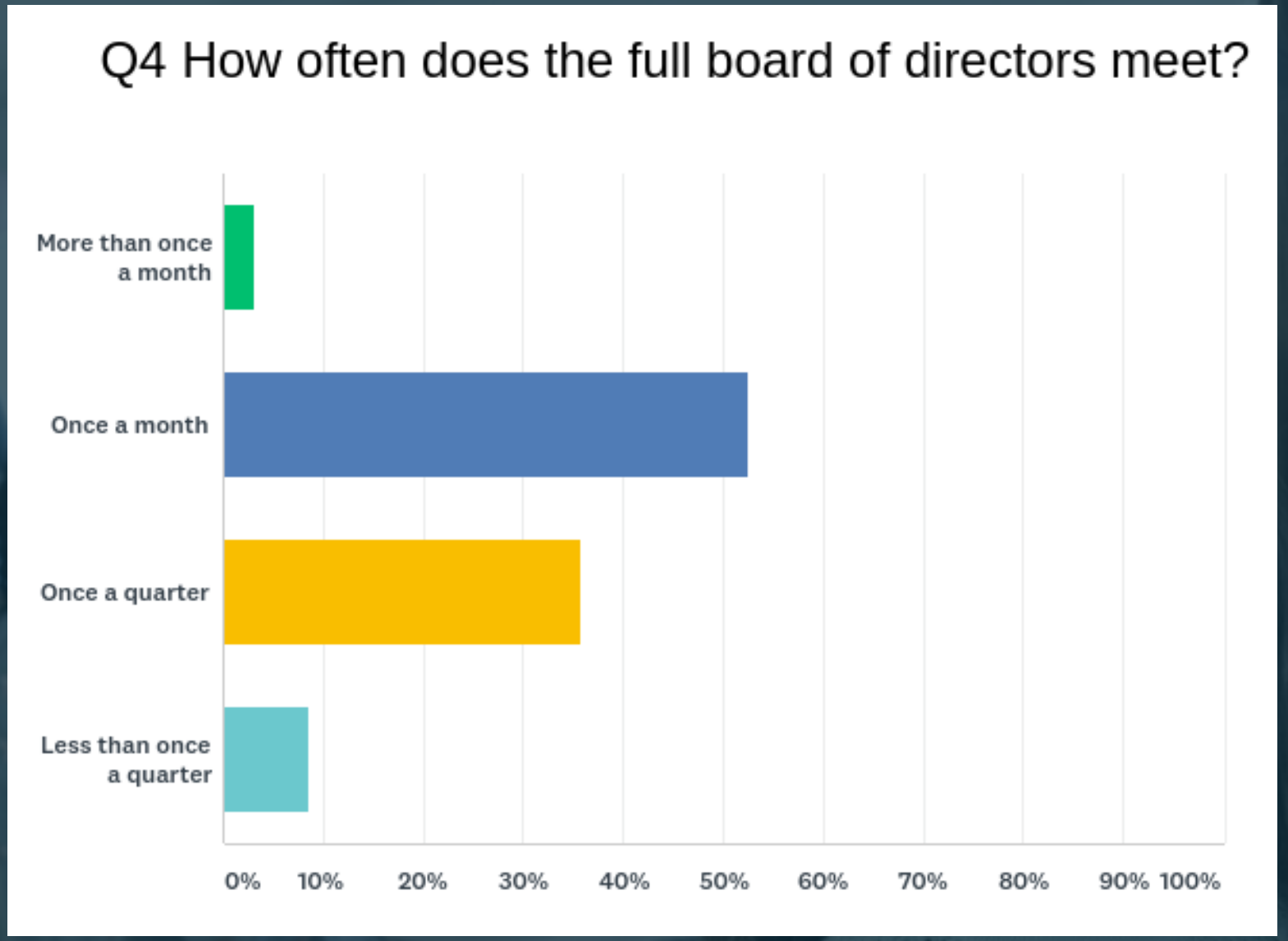


Meeting Planning Is a Cycle

Preparation	Review Docs	Meeting	Follow-Up	Preparation

- Preparation: Committee Meetings & Reporting
- Review Docs: Board Members Prepare for Meeting
- Meeting: Smallest Part of the Cycle
- Follow-Up: Board Members Complete Tasks & Do Research

What needs to be done BEFORE the meeting?

Committee Reports & Agenda

- In writing, distributed with meeting agenda
- Agenda and reports distributed one week before the board meeting
- Establish a culture of expecting board members to be prepared

Set expectations when recruiting board members.

What are the traits of a great agenda?

Value board members' time.

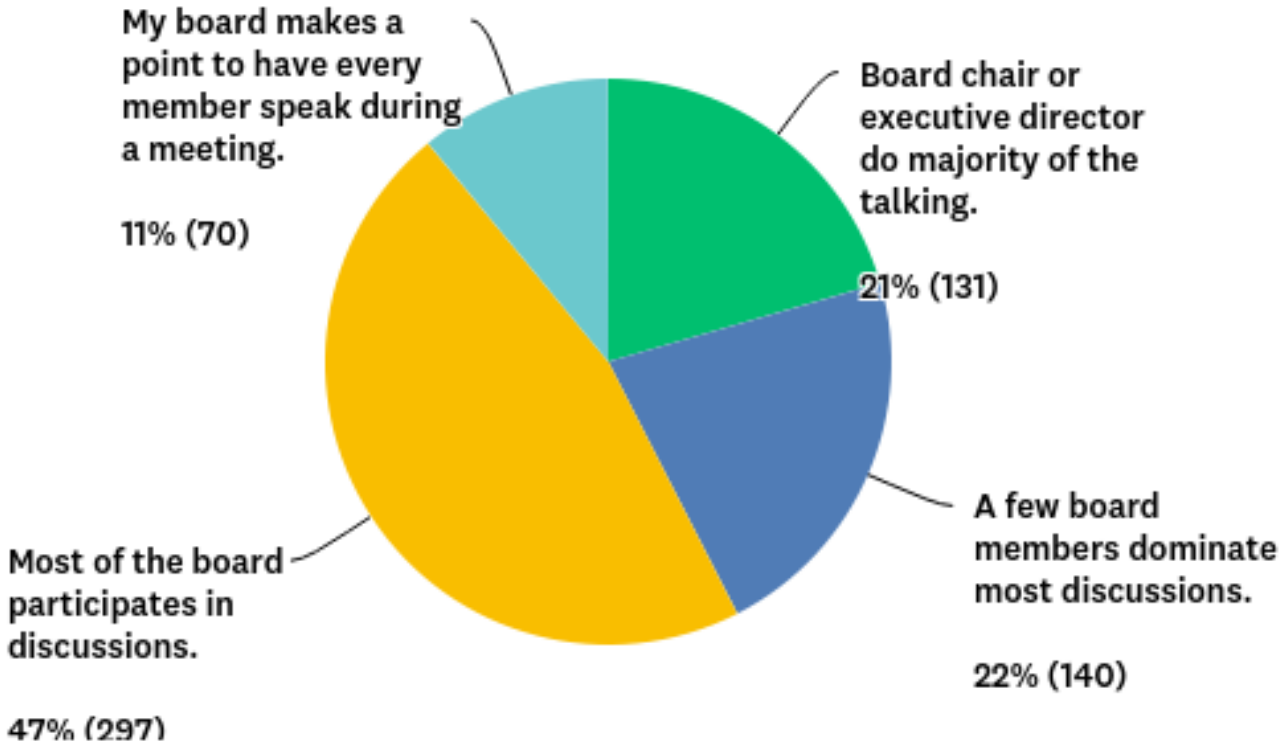
- Each item has a time limit
  - Helps board chair prioritize topics
  - Keeps meeting moving
  - Board members know what to expect
- Finish when you say you will
- Condense all reports to a "Are there any questions?" bullet point

What are agenda best practices?

Maximize board member input.

- Strive to make agenda action-oriented
  - Not just reporting!
  - Denote where decisions are expected
- Include an educational element
- Consider “flipping” the agenda, new business first and old business at the end
- Use a “consent agenda” for all old business and reports

Q8 Who participates in meeting discussions?



Meeting Conduct Magic Recipe

Do:

- Have a parking lot for items that need more discussion outside the meeting
- Schedule a break during longer meetings for checking emails and messages
- Be hard on ideas. Ask questions

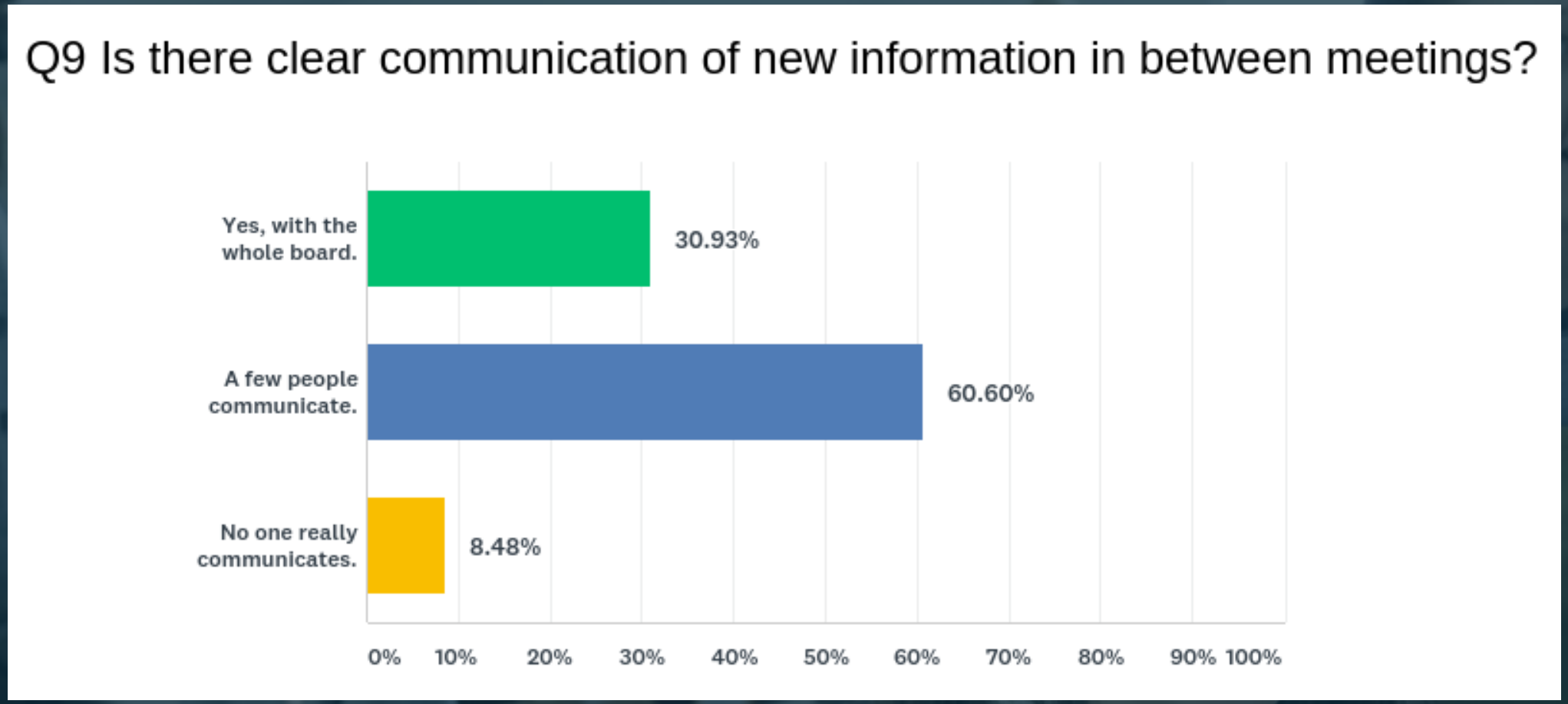
Don't:

- Have side conversations! There is only one discussion happening
- Text or accept phone calls, unless you've told the chair you're expecting something specific
- Be hard on people or make personal criticisms

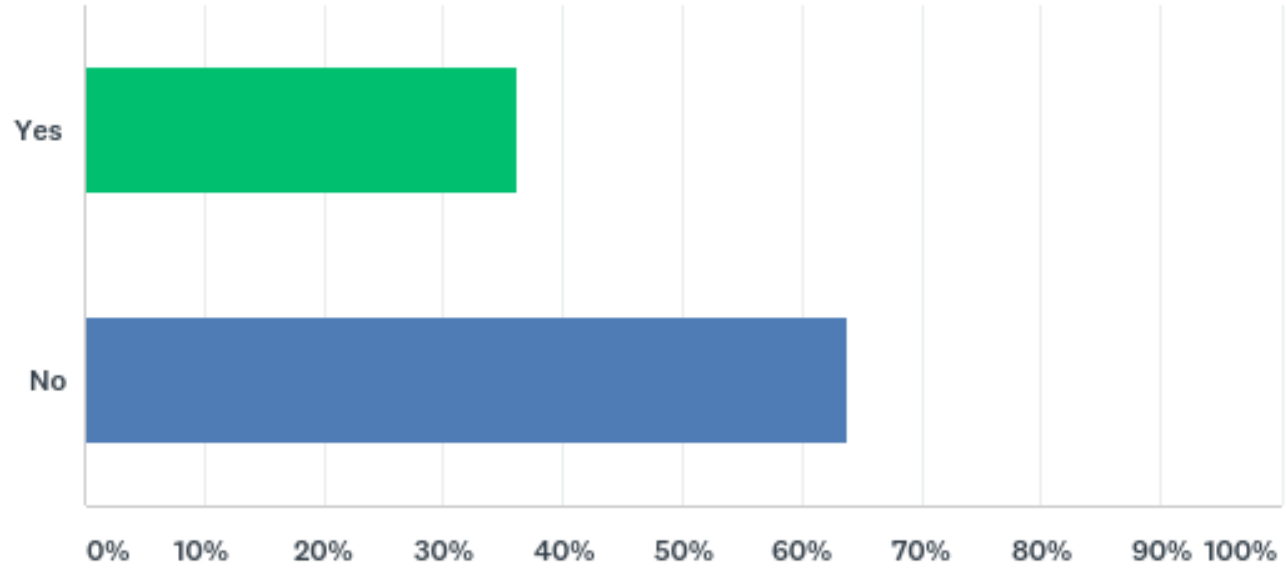
Get the most out of the meeting.

- Get everyone to talk in the beginning.
  - Share a time you spoke of the org last month
- Know your board members.
  - What motivates them? How can you get their buy-in for board conversations?
- Everyone is more engaged when they trust the process.
  - Provide valuable info, honor their time. Board retention and attendance will improve.

Meeting Follow-Up: Part of the Cycle


Q9 Is there clear communication of new information in between meetings?
Yes, with the whole board.
30.93%
A few people communicate.
60.60%
No one really communicates.
8.48%
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

Q10 Does your board have a method of tracking to-dos and tasks between meetings?



How do we increase follow-up between meetings?

1. **Meeting Minutes** – Include all tasks in meeting minutes for review later.
2. **Chairs** – Board or committee chairs check progress between meetings.
3. **Tools** – Consider a digital task-tracking tool accessible to all.
4. **Evaluations** – Conduct a ”Plus / Delta” assessment of productivity every 6 mos.
5. **Culture**– Celebrate progress, expect results, understand motivations & challenges.

Coming Up Next at boardable

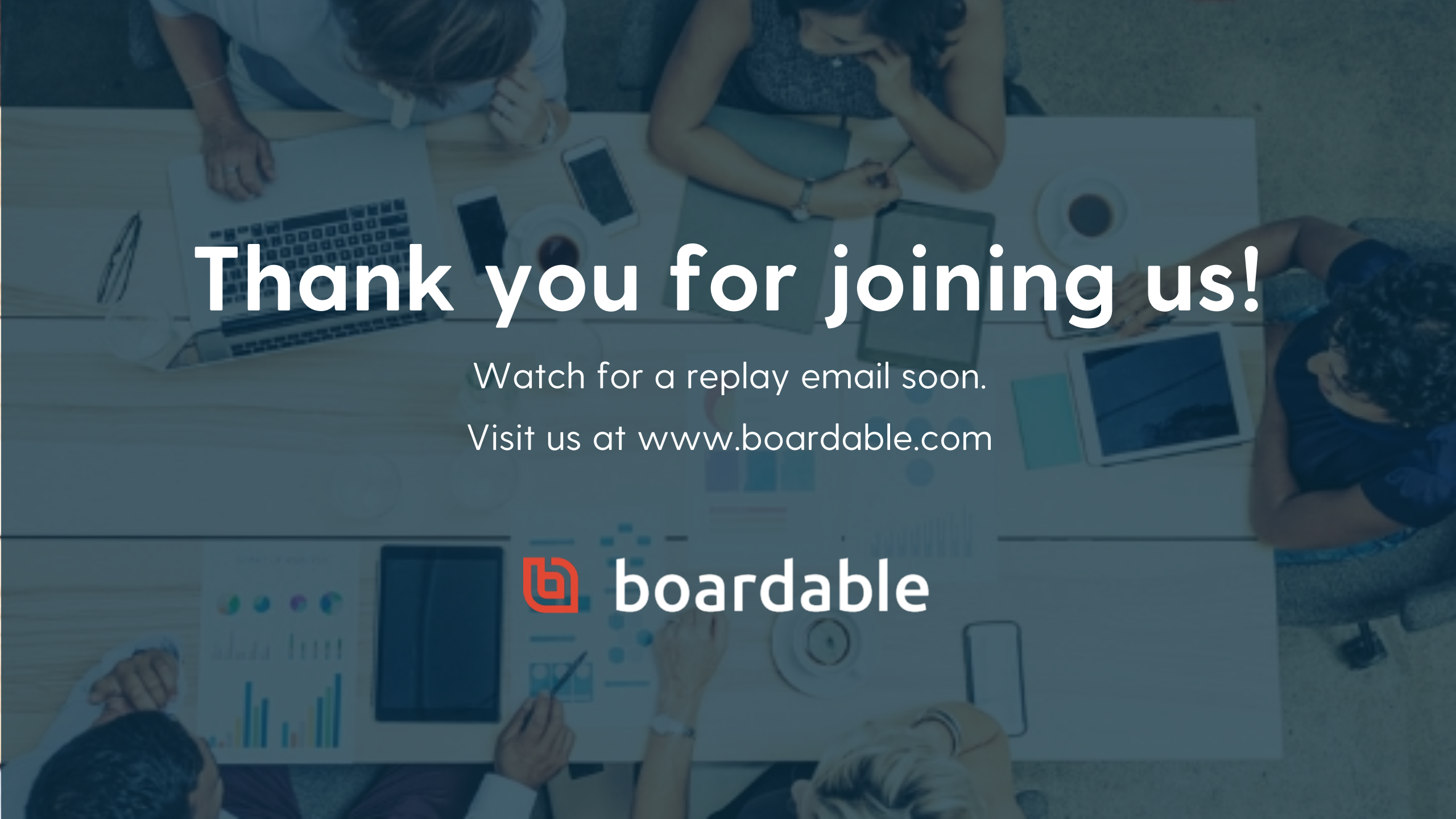
7 Meeting Minutes MUSTS: How to Use Minutes to Improve Your Board

- Why excellent meeting minutes are so important
- Items you should leave OUT of minutes
- How they can be a huge boost for board performance
- Techniques for staying involved in the meeting while documenting proceedings

Kim Donahue,
Nonprofit Governance Expert

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.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