



We'll get started soon!

While you wait...

- We will send a replay and the deck tomorrow via email and social media.
- Use Mozilla Firefox or Google Chrome for best results.
- Please enter your questions in the chat area throughout the webinar.



Get Ready for Hybrid Meetings

And a Return to the Office

Webinar Presenters



A horizontal banner with a light blue background. On the left is a circular portrait of Kim Donahue, a woman with short grey hair and glasses, wearing a dark jacket. On the right is a circular portrait of Caroline Hoy, a woman with curly brown hair wearing a blue shirt. In the center, the text reads '- FREE WEBINAR - with Kim Donahue'. Below this text is the Boardable logo, which consists of a red square with a white '@' symbol, followed by the word 'boardable' in white lowercase letters.

- FREE WEBINAR -
with Kim Donahue

 boardable

Kim Donahue
Board Governance Expert

Caroline Hoy
Sr. Content Manager



What We'll Cover Today

Hybrid Meetings & Office Prep

- Options for virtual, hybrid, and in-person meetings
- How to prepare for returning to the office
 - Communications
 - Safety Protocols
 - Expectations
- Ways to conduct engaging hybrid meetings
- Feedback methods for improvement
- Do's and Don'ts of returning to the office

Brief Look Back on 2020

Most of us went completely virtual in March 2020.

Service orgs had to figure out how to function somewhat in person, anyway.

Now we are getting vaccines, and looking toward a more hybrid situation.

Poll: Do you think your board of directors will ever go back to 100% in person?



Virtual Attendance: Not all bad!



Benefits:

- Better attendance - no commute!
- Meet more often for shorter times
- Improved diversity
- Includes board members who travel for work or have other commitments
- Focus on digital fundraising

Let's Dive Into to In-Person Operations Prep

Before you decide to plan for hybrid meetings, consider the following:

- ❑ Is it permitted by your state or province?
- ❑ Is it permitted by your bylaws?
- ❑ Is it recommended for your meeting type?
 - ❑ Fine for board and committee meetings
 - ❑ Plan retreats and strategy sessions for in-person later, if possible

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 - ❑ Fine for board and committee meetings
 - ❑ Plan retreats and strategy sessions for in-person later, if possible
- ❑ What are your rules for admitting people into the building?
 - ❑ Limited number of people
 - ❑ Social distancing
 - ❑ Sanitation protocol
 - ❑ Mask / vaccination
- ❑ How will you communicate the policies?
 - ❑ BOD / Staff
 - ❑ Volunteers
 - ❑ Clients
 - ❑ Adjust as needed

Technical Preparation for Hybrid Meetings



Rules for Virtual Attendees:

- Dress professionally, sit up, no p.j.'s!
- Leave camera on 90% of the time
- Test all equipment
- Minimize other tabs and distractions
- Raise your “hand” and have questions ready for contributing

Technical Preparation for Physical Attendees



Rules for Physical Attendees:

- Each person brings a laptop or tablet
- Mute yourself when you're not talking
- Speak into your laptop to give all attendees the same experience
- Minimize side conversations
- Make sure that all visual aids are equally shareable digitally

Tips for Conducting Hybrid Meetings

Setting Expectations

- Talk about what worked well before hybrids, and what you'd change
- What would be more effective?
- Make sure everyone knows active participation is expected
- **Clear the air:** Most likely, the first few hybrid meetings will have some awkwardness and need adjustment

Tips for Conducting Hybrid Meetings

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Agenda Considerations

- Minimize report reading!
- Assign components to as many different people as possible
- **No more than 5 minutes without participation from group:**
 - ◆ Questions in chat
 - ◆ Go around the table
 - ◆ Brainstorm out loud
 - ◆ Adjust as needed

Hybrid Meeting Best Practices

How to set the stage for engagement, what to do when people check out, and tips for fantastic hybrid meetings.

(Hint: This is where your board chair shines!)



Hybrid Meetings Best Practices

Setting the Right Tone

- Get everyone to talk at the beginning of the meeting, even if trivial
- **Have a “watercooler area” 15 minutes before meeting start**
- Remind everyone of ground rules at beginning
- Send everyone the same snacks, mug, a Door Dash for dinner, etc. to encourage cohesiveness

Hybrid Meetings Best Practices

Setting the Right Tone

- Get everyone to talk at the beginning of the meeting, even if trivial
- **Have a “lounge area” 15 minutes before meeting start**
- Remind everyone of ground rules at beginning
- Send everyone the same snacks, mug, a Door Dash for dinner, etc. to encourage cohesiveness

Engaging Everyone Equally

- Pause to ask for questions regularly
- Ask individuals to weigh in
- Experiment with break out rooms, partner work, etc.

POLL QUESTION:



What have you tried that has been helpful for engagement?

Additional Considerations for Hybrid Meetings








- New board member orientation
 - Implement a buddy / mentor system before meetings so they have a connection
 - Send some swag!
- Use private conversations to address any meeting conduct concerns
- Collect constant feedback on what works and doesn't
 - Use Plus / Delta responses
 - One-word check-in or descriptions
 - Experiment with suggestions








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boardable Q3 2020 Board Meeting Having Trouble?  

Agenda 1:00pm - 4:15pm

- I. Meet and Greet
- II. Take Attendance
- III. Unfinished Business
 - a. Approve past meeting minutes
 - Q2BoardMinutes_2020.docx
 - b. Unresolved items from last meeting
- IV. New Business
 - a. Report from Finance Department 
 - b. Committee Report 
 - c. Staff Report   
- V. Parking Lot

FF VB SR



Q & A

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All Sent Tomorrow:

- Replay
- Slide Deck
- Hybrid Meeting Prep Checklist

Get Unstuck: How Your Board Can Increase Fundraising Results

- FREE WEBINAR -
with Sherry Quam Taylor



 boardable

Join us April 21 at 2PM EDT