

VIRTUAL TRAINING SERIES

VIRTUESDAYS

FOR INDIANA DISTRICTS

Effective Board Meetings

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Executive Director

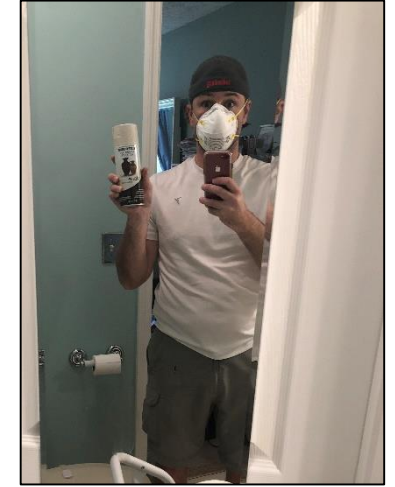
Indiana Association of Soil and Water Conservation Districts



Who are you to tell me about board meetings?!



- I have over five years experience as a manager, managing team meetings with upwards of 10 staff
- I've been trained as a facilitator
- I have been a nonprofit board member for over 12 years, serving two organizations in officer positions:
 - Indiana Water Resources Association (Secretary, President Elect, President, Treasurer) and
 - Indiana Lakes Management Society (Vice President, President)
- I work with the IASWCD Executive Committee to organize 6 board meetings and an annual meeting every year
- I'm not completely full of it...



What we aspire our meetings to look like...



Sometimes what they actually look like...



Let's Interact!

**Where do your
meetings go
“wrong?”**



Why do we meet?

- To carryout business – make decisions
- In the simplest and most basic way, a meeting defines us – we are SWCDs!
- A meeting is the place where the group revises, updates, and adds to what it knows as a group
- A meeting helps everyone understand both the vision of the district and the way in which their own and everyone else's work can contribute to success
- A meeting helps us “own” the decisions we make and the objectives we pursue
- It is one of the occasions where we have a presence together¹

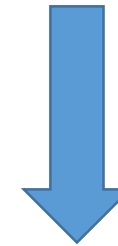


Having a successful meeting is like running a successful race... you put in the work at the right time

The Pre-Race Workouts
or
Meeting Preparation



The Starting Gun
or
Meeting Date



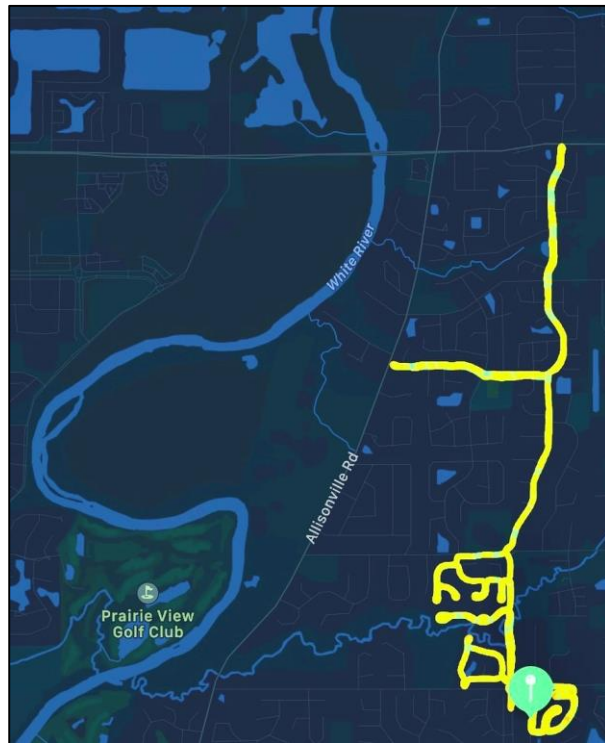
Postrace Cool Down
or
The Meeting Follow Up



Keeping the Pace
or
The Meeting Flow



You have to Put in the Mileage!



The Pre-Race or Meeting Preparation

- Periodically review business plan and link meeting agenda to business plan
- Have a basic understanding of parliamentary procedure
- Organized Agenda – start with the last meeting minutes
 - Don't be afraid to time it out
- Prioritize what needs to be done
- Consider a consent agenda
- Review and understand the finances
- Provide materials two weeks beforehand
 - Keep them relevant!
- Set aside time to review the meeting materials
 - What questions do you have?
- Consider the development of committees to direct work
- Make sure the right people are at the table

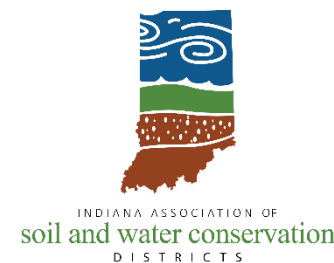


Using Committees to get more done

- What committees might you consider?
 - Finance
 - Natural Resources
 - Party planning?!
- Don't be afraid to create ad hoc committees as needed
- Committees can work on items between meetings and bring items to the board
- There's a difference between a committee report and committee business decisions
- This is a great place for Associate Supervisors and Volunteers to get involved
- This isn't just the staff!!!



You have to Start the Race on the Right Foot!



The Starting Gun or Meeting Date

- Some consistency can create a positive routine!
- **SHOW UP!**
- Make sure the meeting space is set up
- Don't be afraid to have a little fun, BUT...
- Get started promptly
- Make sure everyone knows their roles
 - These can be on the agenda
- Ask for agenda additions up front – don't have “other business” later
- Always include introductions if anyone is new



Stay on Your Pace!



Keeping the Pace or Meeting Flow

- Stay on topic
 - Don't be afraid to table a topic
- Don't let anyone individually dominate the discussion – pay attention to the clams!
- Plan to end on time – set up an agenda that promotes business up front!
- Come with solutions not problems
- Focus on Committee proposed action items, not the details per se



Stealth Facilitation!²

Stealth Mindset: *Calm and Curious.* This will serve you well when you GO STEALTH in your meeting.

- Ask for a round of introductions if there are people in the group who do not know each other.
- Ask for clarification of the objectives for the meeting. This will help recognize when the meeting is off track.
- Offer to take notes. Note takers can control the speed of the conversation, clarify points, summarize, and ensure that everyone has heard the comments the same way.
- If the discussion seems to be getting off track, suggest that the topic be placed in the “Parking Lot” for discussion at a later time – you can officially “table” as decision too...



Stealth Facilitation!

(continued)

- Suggest a round-robin if people are not contributing.
- At the end of the meeting, ask for clarification on the decisions made and the action items.
- Provide an organizing framework. For example, put the ideas on a timeline, or group them on a white board
- Ask questions that will lead the group into a clearer direction – What I'm hearing is...
- If the meeting is getting off track, provide an intervention:
 - 1) Hold up a Mirror
 - 2) Make an impact statement
 - 3) Redirect the behavior
- When two parties disagree, restate each perspective for everyone to hear.



The Work Doesn't End at the Finish Line!



Postrace Cool Down or Meeting Follow Up

- Define the action items
- Assign responsible parties, and keep them accountable
 - Create a culture of accountability!
- Get the minutes out ASAP!
- Follow up with any materials discussed in the meeting
- Consider creating performance indicators for the board and committees
- Have you thought about a post meeting survey?!
- Board self-evaluation



Running Effective Virtual Meetings

- Don't be afraid to practice!
- Don't except the "I don't do well with technology" excuse
- Consider consensus voting
- Be prepared for an on-line meeting and block off your time just like you schedule an in-person meeting
- Review the agenda and other relevant documents in advance; that way you can be on time and prepared
- Find a quiet room for your virtual meeting to minimize distractions of day to day work activities
- If bandwidth is limited, consider dialing in for audio.
- Use headphones if possible. They will help with distraction
- If possible use a headphone/ear buds with a build-in mic. These mics usually have noise cancelling
- Sign in to the meeting 5-10 minutes early to make sure the technology is working.



Don't Forget the “F” Word – FUN!

- Who is in charge of the snacks this time?
- Get to know each other
 - Create a soundtrack
 - Good of the day
 - The learn something new every time technique
- It's ok to socialize! But let's get to business on time!



QUESTIONS?

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Resources:

¹Harvard Business Review: <https://hbr.org/1976/03/how-to-run-a-meeting>

²NOAA Facilitation Guide: <https://coast.noaa.gov/data/digitalcoast/pdf/planning-and-facilitating-collaborative-meetings.pdf>



THANK YOU FOR ATTENDING!

You can still register for next week's session through Sunday evening.

An evaluation will be sent to your inbox or you
can go online here:

<https://bit.ly/VirTuesdayEval>

If you haven't already, please let us know in the chat box who
is viewing this presentation with you today. Thank you.

i.e. "3 supervisors"
or "2 additional staff"

