How To Run an Effective Meeting

March 30, 2019
Agenda

High Performing Teams
Meeting Assessment
Best Practices in Meeting Management
High Performance Teams

60% of team effectiveness is related to structure and design.

Meeting design can dramatically impact PAC effectiveness.
Walk In Your PAC’s Shoes
What kind of journey will it be?
Meeting Cost
PAC Meetings
Leading Meetings for Outcomes – How Is This Allocated?

To Accomplish Agenda
To Create A Quality Experience
To Develop New Skills and Capacity
To Build Culture

How and when do we engage the PAC?
PAC Meetings
Focus of Discussions – How Is This Allocated?

Future Issues

Current FY Issues

Historical Review

How do we spend our time?
PAC Committee Meetings
Focus on Discussions – What Is The Flow?

Series of Conversations

How do we structure discussions?

Monologues

Dialogues
Engagement At Meetings
Why It Breaks Down

- Boring and trivial
- Lack of balance
  - Tactical vs. Strategic
  - Reporting vs. Discussing
  - Concentrated vs. Shared Leadership
- Lack of accountability
- Ineffective leadership
- Ineffective communication
- Expectations unclear
- Poor use of committees
- Lack of team building
- Poor recognition
- Bad behavior/toxic culture
- Too many/Not enough members
# How to Enhance Engagement During Meetings

## Focus on Park Priorities
- Mission moment
- Strategic thinking

## Leadership
- Shared and dynamic leadership
- Accountability
- Model good behavior

## Time Management
- Work between meetings
- Appropriate time allocations

## Structure
- Educate vs. report
- Action vs. discussion
- Committees functioning

## Culture
- Team building
- Culture of inquiry
- Individual recognition
- Have fun
Preparation and Planning

- Is a meeting necessary?
- Agreement on objectives
- Who needs to be there
- Communication prior to meeting
- Develop agenda
A Well-Designed Agenda

- Input from key members
- Mission moment
- Most important items at top
- Time allocations and action required
- Adequate time for key decisions
- Focus on results
- Shared in advance
Effective Board Meetings

Design
Meeting Design

- Frequency
- Use of committees/task forces (size, composition, focus)
- Use of reports and data
- Focus on strategic priorities
Effective Board Meetings

Participation
Participation

- Leadership
- Managing time
- Team building
- Healthy participation and debate
- Decision-making
Participate for Impact

- Ownership mindset
- Be prepared
- Listen actively
- Contribute appropriately and respectfully
- Ask questions that keep meeting on task
- Guide discussion to resolve issues
- W.A.I.T. – Why Am I Talking?
Effective Board Meetings

Follow-up
Follow-up

- Assign actions
- Accountability
- Assess and refine process
Board Meetings
What makes an effective board meeting?

Usually 60%* of effectiveness happens outside of the meeting

*-Percentages vary based upon type, duration and focus of meeting
Board And Committee Meetings
Leading Meetings for Outcomes

To Accomplish Agenda
To Create A Quality Experience
To Develop New Skills and Capacity
To Build Culture
Meetings Matter

Highly effective meetings are the structure for a high performing PAC

Focus on improvements before, during and after meetings
Resources

BoardSource

1. Meeting, and Exceeding Expectations: A Guide to Successful Nonprofit Board Meetings

2. Boardroom Chemistry – Getting Your Board to Govern As A Team

3. Are Your Board Committees Working Well?

General

1. Meetings Suck by Cameron Herold

2. Death By Meeting by Patrick Lencioni