“GETTING THINGS DONE”
by Facilitating Effective Meetings

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Orinda-Moraga-Lafayette Branch
Welcome – Why are you here?

• You volunteered to be an officer or committee chair....
• Or you were selected to lead your branch...
• Or you’re considering future leadership roles...
• Maybe it’s in AAUW or another group...
• Or you want to improve your career skills...
• Whatever the reason ---- WELCOME
Goal: Identify ways to lead more effectively & with confidence

• In this workshop, we’ll focus on meetings – “a gathering of people working to accomplish something”.
• Whether in your career or volunteering, meetings occur!
What do you expect from meetings?

• List your expectations.
What do you expect from meetings?

• They’re organized and run well
• Attendees are prepared
• My time is well spent
• They’re fun/enjoyable
• I learned something
• Objectives were met
• People were respectful of one another
Plan in advance

• Identify attendees

• Provide plenty of notice
  – routine or a special one-off meeting?

• Provide good location & setup (sets tone of meeting)
  – central location
  – good parking; easy to walk to meeting space
  – room comfortably seats everyone; can see each other?

• Ask attendees for agenda items

• Share information before the meeting or bring it to the meeting?

• Anything else that you do??
Prepare an agenda

- **All meetings** benefit from an agenda
- List meeting start and end times
- List desired outcome, leader, and available time for each agenda item
  - Desired outcome may be information, decision, progress update
  - Put more important items early in the agenda
  - Indicate if pre-read material
- Not every officer needs time at every meeting
  - Work small details outside the meeting
- Send out the agenda early -- 1 or 2 weeks in advance
- Ask attendees to RSVP
“I fear we may have strayed from the agenda somewhat.”
Facilitate the meeting

- Arrive early to set up
- Create ground rules together (e.g. no side bars)
- Assign a timekeeper and secretary/scribe
- Agree on the agenda at the start
- **Follow** the agenda – keep meeting on track!!
- Capture action items (including owner and deadline) on a flip chart and review at the end
- Agree on a decision making method
- Encourage and seek out participation
- Consider a quick meeting review at the end
- What else do you do????
# Resource – Agenda example

## BOARD AGENDA

**Date, time and location**

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Purpose/Desired Outcome</th>
<th>Topic Facilitator</th>
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</thead>
</table>
| 9:30 5min       | Call to Order                                   | • Welcome, Review/Adjust Agenda  
• Approval of Mar. board minutes  
• Upcoming deadlines            | Marie                          |
| 9:50 5 min      | Financial Report                                | Budget review & info – how we’re doing? Budget vs. Actual                                | Judy              |
| 9:55            | Membership                                      | Update on Membership – new members                                                     | Jenny             |
| 10:00 40 min    | Board Issues requiring decisions                | • Agree on format of NEW Triad for next year; agree on how we inform branch *(please review attached Triad draft)*  
• Discuss/vote on new fundraising opportunity  
• Decision on forming subcommittee to recommend organizations to approach for donations | Vanessa, Mary Leigh Tori |
| 10:40           | New Business                                    | Personal articles in Triad? Our position?  
• Other business?                 | Mary Leigh                      |
| 10:50 30 min    | Nominatg com. March mtg. Scholarship May Luncheon Comm, Projects | Review slate and open positions  
Meeting highlights  
Selection process update  
Approve price  
Burckhalter volunteer efforts | Jan, Mary Leigh, Maryellen, Kelly, Carol |
| 11:20 5 min.    | Plus/Delta - Adjourn                            |                                                                                 | Marie             |
Resource – Committee Agenda example

Tech Trek Committee Meeting
Finalize time schedule, interview & selection process
Tues., Nov. 4th, 2-4pm at Marie’s house

• Introductions – meet our new team members!!
• Review last year’s process – what should be changed
• Review & agree on schedule (to be provided at meeting)
• Finalize teams for the 3 schools
• Discuss & agree on application and interview questions
  (last year’s applic./questions are attached for your review prior to meeting)
• Any other issues
• Next meeting date??
Follow-up after the meeting

• Send out minutes promptly
• Clearly list action items
• Follow up on action items at next meeting
Ideas to consider

• If you have a new team, build in agenda time for ice breakers
• Consider learning/training topic at each meeting – a “take away”
• Create an easy way to acknowledge/thank team members
• Build in some fun time in your meetings
• Any other ideas??????
Resources — Examples of icebreakers and sharing

• Break into groups of two – share why you joined AAUW and have each person share what the other person said
• Go around the room – name, where from, time in branch, why you accepted your position
• Have the group guess who the person is based on answers to 5 questions – share these throughout the meeting at various breaks
  - Animal I’m most like
  - When little what I wanted to be
  - Favorite movie of all time
  - One person I’d want to meet (living or deceased)
  - Favorite hobby or sport
• Other icebreakers that have worked for you???????
Resources – Examples of ground rules and meeting review

GROUND RULES (meeting behaviors/expectations)

– Everyone can be heard
– One person speaks at a time
– No side bars
– Stick to the agenda item – anyone can question someone for being off agenda
– Entire group has responsibility for keeping us on target

PLUS/DELTA (meeting review)

PLUS
-- Networking
-- Acknowledged new members
-- Oct 10th celebration
-- Online resources
-- Scope of AAUW
-- Food
-- Good facility

DELTA
-- more copies of handouts at breakouts
-- submit questions beforehand
-- bring info on branch activities
-- no computer connection for presentation
-- no microphone
AAUW Online Resources

AAUW CA Website (www.aauw-ca.org)
Some areas require a login: user name: member    password: aauwca
Leadership Training:

AAUW National Website (www.aauw.org)
Lead On, AAUW’s monthly member leadership e-newsletter:
https://svc.aauw.org/contact/index_LeadOn_signup.cfml
Member Leadership Program’s page: http://www.aauw.org/what-we-do/member-leadership-programs/
How to Spice Up Your Programming:
http://www.aauw.org/resource/how-to-spice-up-your-branch-programming/
How to Use the Relational Recruitment Method to Grow Your Branch:
http://www.aauw.org/resource/relational-recruitment-method/
How to Design an Engaging Planning Meeting: http://www.aauw.org/resource/how-to-design-meetings/
AAUW Programs in a Box: http://www.aauw.org/resources/by-type/programs-in-a-box/
Member Services Database: https://www.aauw.org/login/ (requires your member id to log in)
Can’t find what you’re looking for: contact AAUW Connect at connect@aauw.org
or call the helpline at 800-326-2286