

The Nuts & Bolts of Planning Meetings

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August 2014

Lonely? Can't work on your own? Having trouble filling your day?

Hate making decisions?

WHY NOT HOLD A MEETING?

— You get to:

- Meet other people
- Get updates on status
- Offload decisions
- Feel important
- Impress your colleagues
- Give the appearance of progress

— And all in work time!



MEETINGS:

THE PRACTICAL ALTERNATIVE TO WORK

Why do
people
hate
meetings?



SIPKES

"Today's meeting will be endless, with a half-hour break for lunch."



People come to meetings when they are:

- Engaged
- It is fun
- It is interesting
- Important to them

And

When there is something to decide.

The Agenda – Structuring the Meeting

- Have introductions of everyone at the beginning of the meeting
 - Structure around 2 – 3 issues with items to decide
 - Prepare different people to present each issue
 - Plan topics that will appeal to different audiences
 - Avoid long reports
 - Keep the meeting short
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Leave the Crowd Wanting More

- Most meetings should go no more than 1.5 – 2 hours (except workshops, planning sessions, seminars)
 - Give people detail in writing, not orally
 - Plan the timing for each issue on the agenda - > 30 minutes, it's usually too long
 - Count the house – if 1/3 of the attendees have left, the meeting is too long – end it!
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Prepare the Chair

- Chair should summarize why we are at the meeting, why it is important and what is to be decided
- Chair should summarize what was decided at the conclusion of each agenda item
- At the conclusion of the meeting, the Chair should summarize what was accomplished

Attendees should leave the meeting with the feeling that something was accomplished because they were there.

BE POSITIVE!!

- Emphasize what has been decided
- Praise people for coming and participating
- Never berate the membership or complain about the people who didn't come
- Catch someone doing something right

CREATE VIRAL POSITIVITY!!

People Everywhere
PUBLIC MEETING
 2040 Long Range Transportation Plan:
 Non-Motorized Transportation Modes Open House






JOIN US FOR A FREE PRESENTATION ON:

FREE SNACKS & REFRESHMENTS!

Complete Streets for Pueblo:
 What Does It Mean for Safety, Character,
 & Economic Development

WHERE:
 El Pueblo Museum
 301 North Union Avenue
 Pueblo, CO 81003

WHEN:
 Thursday, June 19, 2014
 6:00 pm - 8:00 pm

MEET YOUR PRESENTER:
Carlos Hernandez, AICP – Principal



Carlos Hernandez is one of the leading complete streets professionals in Colorado. He is part of Kaiser Permanente's Technical Assistance team working with Pueblo on bicycle and pedestrian planning through the Walk and Roll Grant from Kaiser. He has blended a background in planning and engineering to build safe and complete streets across Colorado since 1998. Carlos has built a reputation for meaningful public process and community engagement during high visibility transportation projects. He frequently works with planning commissions, elected officials, and stakeholders to gain consensus on innovative

**BUT HOW DO WE GET 'EM
 THERE IN THE FIRST PLACE???**

Pre-Meeting Activities



- Three contacts
 - Framing issues
 - Preparing leaders
 - Drafting materials
-

Notice of Annual General Meeting

February 14, 2012

Dear Delta Chamber Members:

Your Delta Chamber of Commerce Board of Directors announces that our 2012 Annual General Meeting is scheduled for Wednesday, March 14th 2012. All members are invited to attend to hear about changes in the way we are doing business and adding value to your membership.

Non-members are most welcome although they are not entitled to vote during the meeting.

NOTICE: Annual General Meeting, Delta Chamber of Commerce, Delta, B.C.
DATE: Wednesday, March 14th, 2012
TIME OF REGISTRATION: 11:30 a.m.
TIME OF LUNCH AND MEETING: 12:00 p.m. to 1:30 p.m.
LOCATION: Delta Town & Country Inn, 6005 Highway 17 (River Rd), Delta, BC

The event will include business networking, lunch, a presentation on the "state of the Chamber" and your membership, a forum for listening to member needs and issues. You will also hear a brief address by Her Worship Mayor Lois Jackson following the election to the board and prior to her swearing in the new directors.

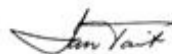
Included with this notice are the following items in preparation for the Annual General Meeting:

1. agenda for the March 14th, 2012 AGM;
2. minutes of the March 16th, 2011 AGM for member approval.

An annual review for 2011 will be circulated in the near future and an annual, audited financial statement will be available for review by any member before the AGM, and copies will be available at the AGM.

Please register for this monthly luncheon, annual general meeting and member forum on Wednesday, March 14, 2012 using the registration button below.

If you have any questions please contact the Delta Chamber of Commerce office at admin@deltachamber.ca or 604-946-4232. On behalf of the Board, I look forward to seeing you at the AGM.



Ian Tait
Chair
Delta Chamber of Commerce

LET'S CONNECT THE COMMUNITY!



Public Open House 2-6pm
Public Workshop 4-6pm

Thursday June 7
Senior Center at Bell Street Park

Refreshments will be provided

Come tell us your ideas and learn more about plans for a new pedestrian & bicycle only bridge over Highway 101. This is a once-in-a-lifetime opportunity to improve and connect East Palo Alto!

Se Habla Español

More information at
www.eastpalalto101.org

HWY 101 PEDESTRIAN/BICYCLE OVERCROSSING PROJECT

brought to you by:



Join Us For Podiatry In Paradise!

4th Annual "NO NONSENSE" SEMINAR

October 18-20, 2013
Key West, Florida



Scientific Director:
Sam Mendicino, DPM

- ◆ Margaritas
- ◆ National Speakers
- ◆ Informal & Direct Discussion
- ◆ Jimmy Buffet Party
- ◆ Waterfront Resort
& Free Shuttle to Duval St.

UP TO 20 CONTINUING
EDUCATION CONTACT
HOURS* OFFERED!

GTEF is a CPME approved sponsor of continuing education in podiatric medicine.

Email NOW for details: t.yates@tdfa.com or krista_richter@yahoo.com

WWW.GTEF.ORG



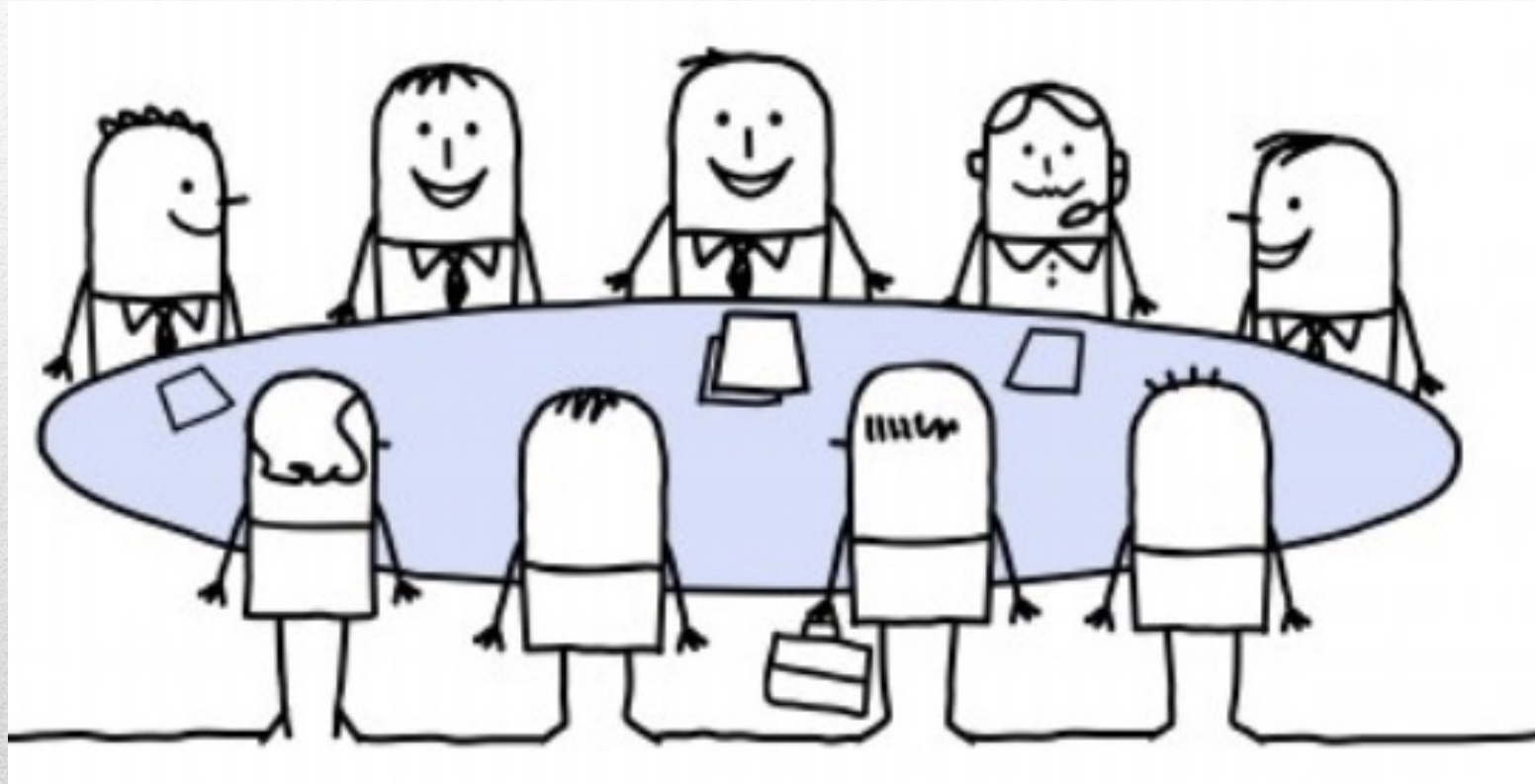
- A written agenda
- Comfortable room – not “audience-style” where possible
- Refreshments – keep up the blood sugar!
- Don’t have more chairs than people
- Name tags, a sign-in sheet, and an agenda packet for everyone
- Signs directing people to the right room
- Be inclusive – everyone at the table

The Set-up

- Debrief as many participants immediately as possible
- Ask them what they thought about the meeting & the issues
- Listen carefully to their ideas & opinions
- Confirm yours and their understanding of what was agreed
- Discuss meeting with those who could not come
- Discuss next steps
- Produce minutes of what was decided, action to be taken, by whom
- Make sure people with responsibilities fulfill them prior to the next meeting

The Post-Meeting

- And then, we . . .



Do It All Again!
