



Running Meetings

Planning Office



NEIGHBORHOOD
ACADEMY

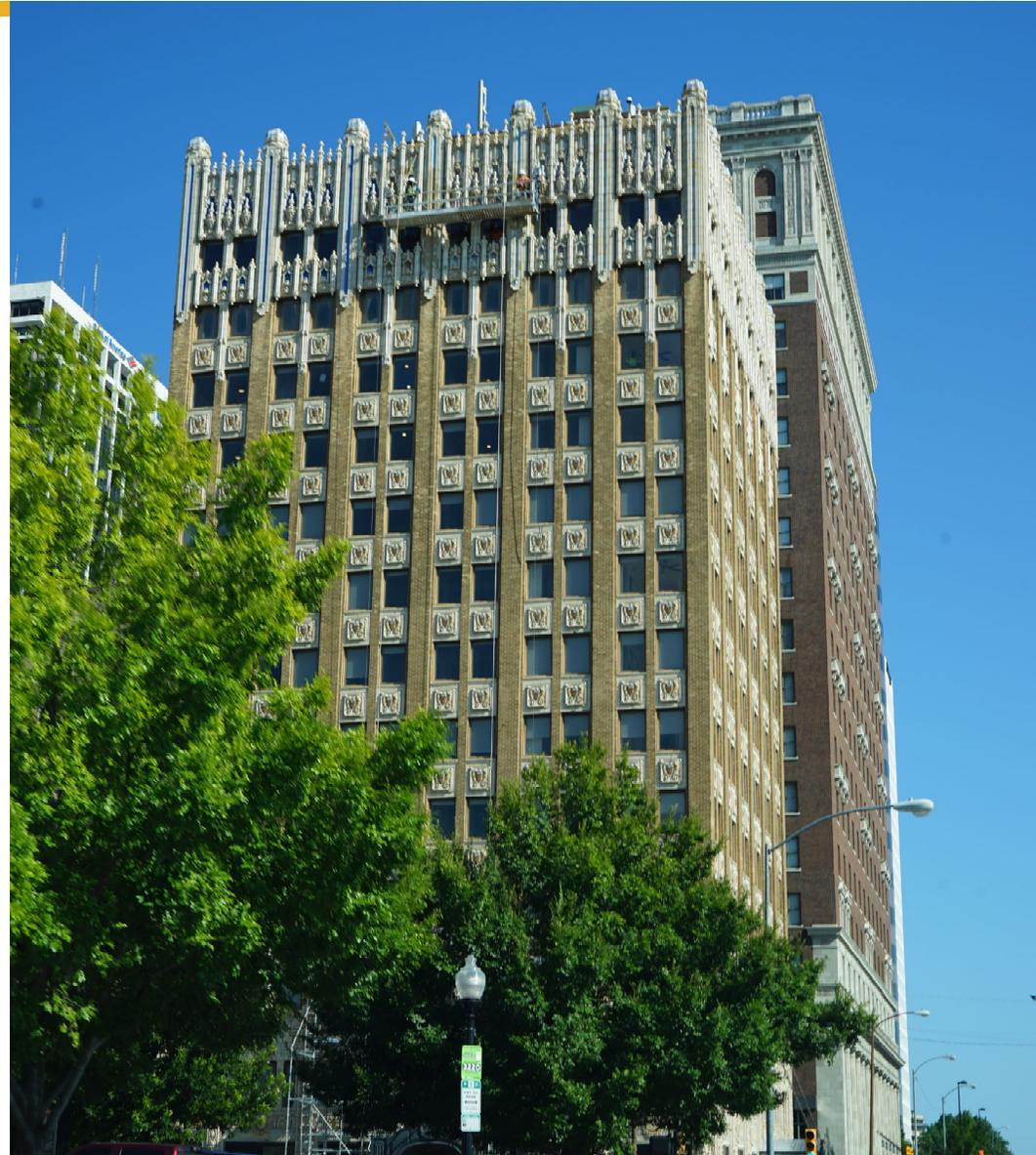
Where are we?

Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- Running Meetings
- Financial Administration & Compliance

Topics to Cover:

- Before the Meeting
- Parts of a Meeting
- Roles in a Meeting
- Making Decisions
- Facilitation Skills
- Before the Next Meeting



Topics to Cover:

- Before the Meeting
- Parts of a Meeting
- Roles in a Meeting
- Making Decisions
- Facilitation Skills
- Before the Next Meeting

Course Summary
RUNNING MEETINGS



Running Meetings Check-List

1. Before the Meeting:

- Why? (Agenda)
- Communication

2. Parts of a Meeting:

- Call to Order
- Approve Minutes
- Reports
- Old/New Business
- Adjourn

3. Roles in a Meeting:

- President-Facilitate
- Secretary-Meeting Records
- Treasurer-Report Finances

4. After the Meeting:

- Draft minutes (deliver with next agenda).
- Communicate follow-up tasks and actions.

**What must be done
before a meeting?**



Before the Meeting

Why are we meeting?

- Enjoyment
- Gathering News
- Community Building



Before the Meeting

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Before the Meeting

Why are we meeting?

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Before the Meeting

Why are we meeting?

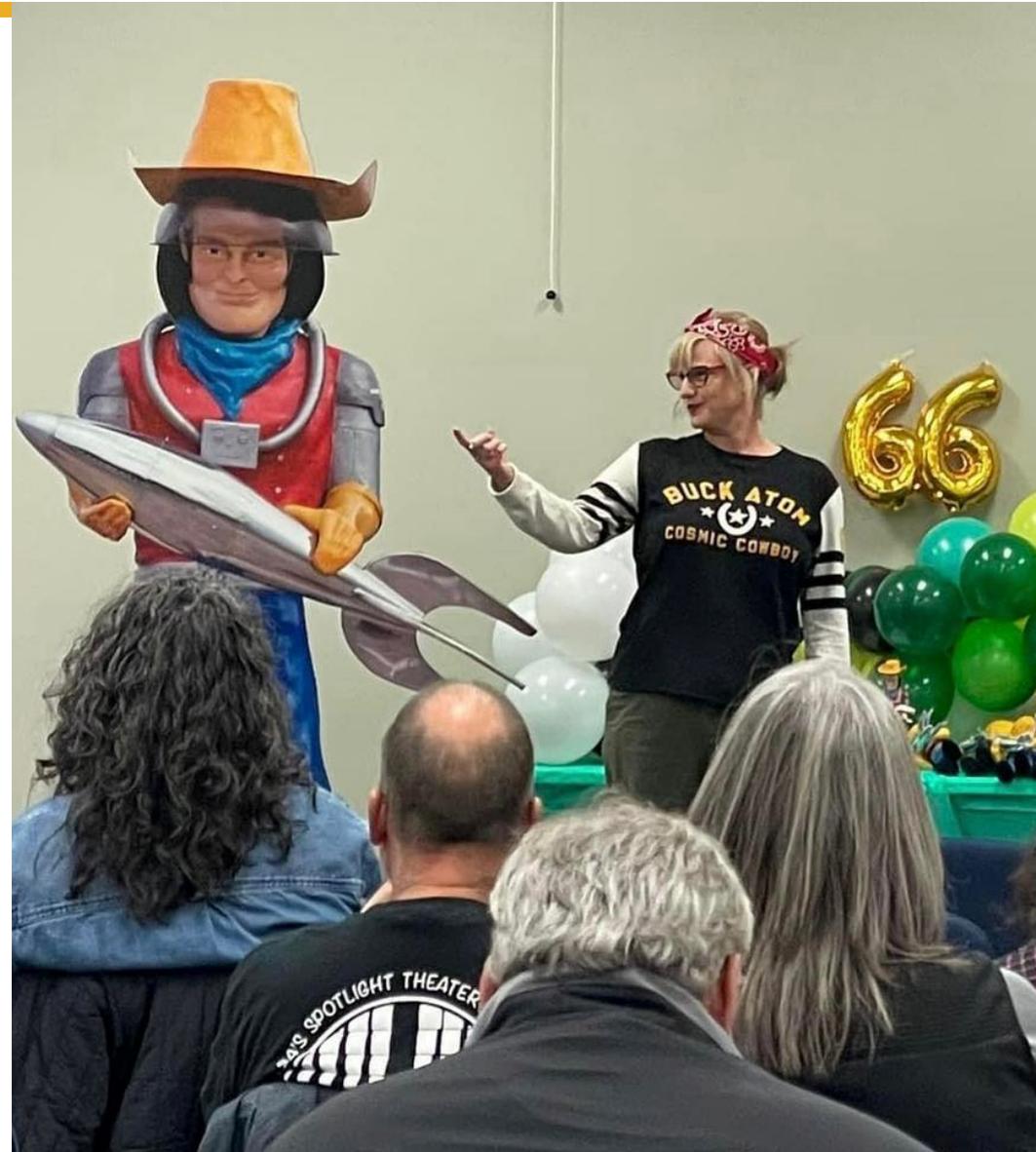
- Inform
- Consider or Plan
- Decide



Before the Meeting

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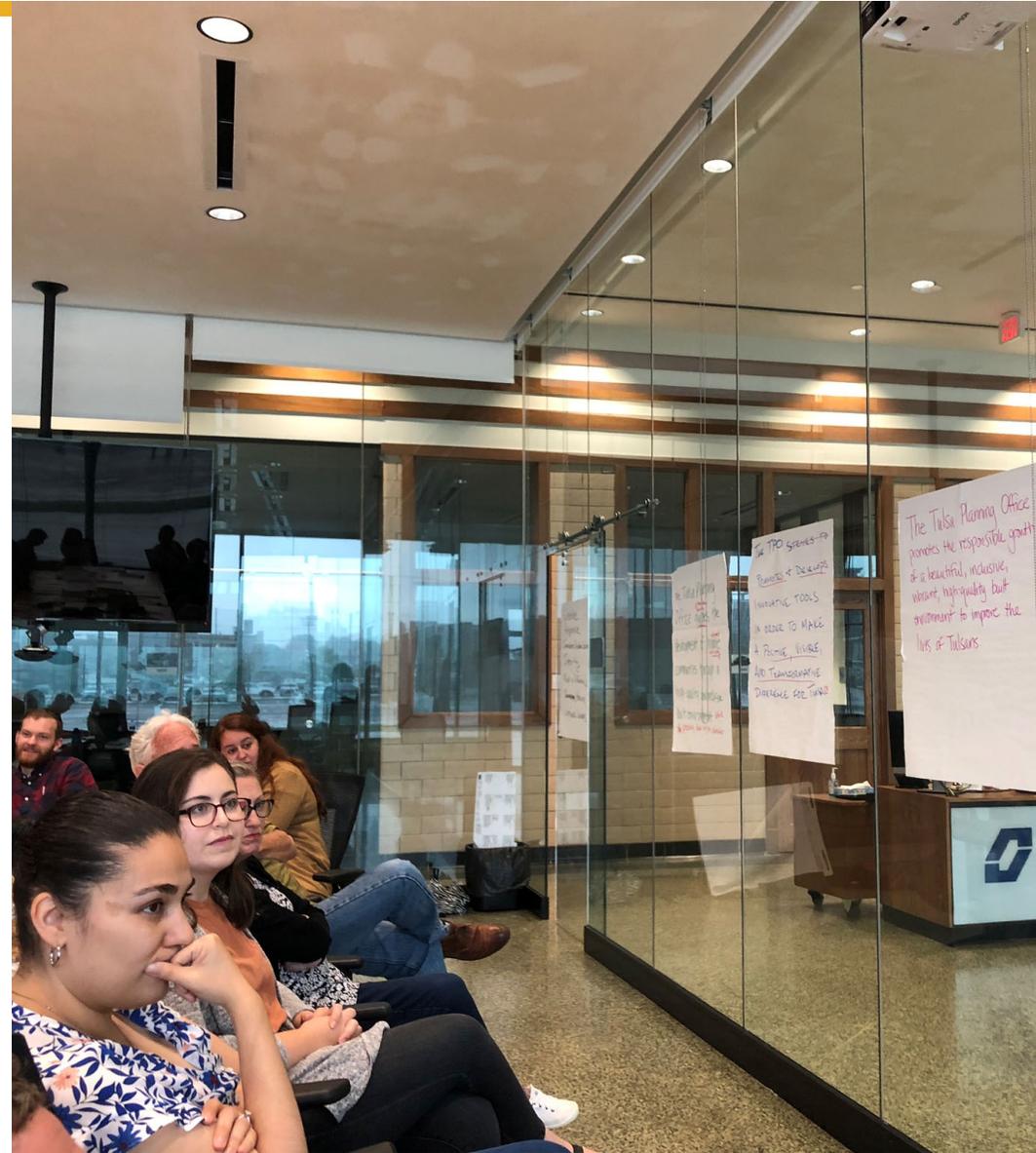


Before the Meeting

Why are we meeting?

- Inform
- Consider or Plan
- Decide

= Agenda



Before the Meeting

Agenda Preparation

1. Approve Minutes
2. Reports
 - I. Financial report
 - II. Executive/President report
 - III. Committee reports
3. Old Business
4. New Business
5. Discussion



Before the Meeting

Agenda

Distribution

- Include meeting date, time, and location
- Distribute notices consistently



What are the steps of a meeting?



Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- Reports
- Old Business
- New Business
- Adjourn



Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- Reports
- Old Business
- New Business
- Adjourn



Parts of a Meeting

Follow the Agenda

- Call to Order
- **Approve Minutes**
- Reports
- Old Business
- New Business
- Adjourn



Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- **Reports**
- Old Business
- New Business
- Adjourn



Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- Reports
- **Old Business**
- New Business
- Adjourn



Parts of a Meeting

Follow the Agenda

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Parts of a Meeting

Follow the Agenda

- Call to Order
- Approve Minutes
- Reports
- Old Business
- New Business
- **Adjourn**



How do we distribute meeting responsibilities?



Roles in a Meeting

The Tasks:

- Facilitate meetings

The Role:

Roles in a Meeting

The Tasks:

- Facilitate meetings

The Role:

- President, Vice-President

Roles in a Meeting

The Tasks:

- Facilitate meetings
- Keep meeting records

The Role:

- President, Vice-President

Roles in a Meeting

The Tasks:

- Facilitate meetings
- **Keep meeting records**

The Role:

- President, Vice-President
- **Secretary**

Roles in a Meeting

The Tasks:

- Facilitate meetings
- Keep meeting records
- **Manage the money**

The Role:

- President, Vice-President
- Secretary

Roles in a Meeting

The Tasks:

- Facilitate meetings
- Keep meeting records
- **Manage the money**

The Role:

- President, Vice-President
- Secretary
- **Treasurer**

Roles in a Meeting

The Roles:

- President, Vice-President
- Secretary
- Treasurer



Roles in a Meeting

The Roles:

- President, Vice-President
- Secretary
- Treasurer (Mandatory Position)

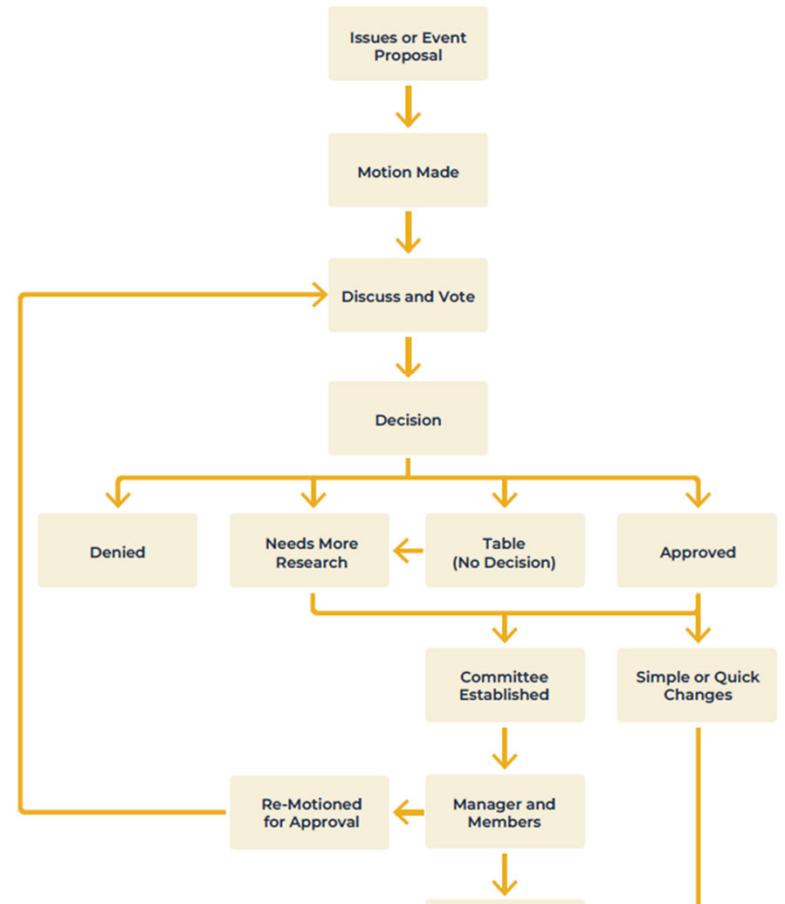


**How do we
make decisions?**



Making Decisions

Process RUNNING MEETINGS



Making Decisions

Motions

- Proposal
- Comment
- Discussion
- Adoption



Making Decisions

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Making Decisions

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- **Comment**
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Making Decisions

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Making Decisions

Motions

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Making Decisions

Motions

- Proposal
- Comment
- Discussion
- **Adoption**
 - Approve
 - Deny



Making Decisions

Motions

- Proposal
- Comment
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- **Adoption**
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 - Deny



Making Decisions

Motions

- Proposal
- Comment
- Discussion
- **Adoption**
 - Approve
 - Deny
 - Continue
 - Assign



Making Decisions

Motions

- Proposal
- Comment
- Discussion
- **Adoption**
 - Approve
 - Deny
 - Continue
 - Assign



**What do we do
before the next meeting?**



Before the next Meeting

The Tasks

- Draft Minutes
- Prepare Agenda
- Communicate
 - Choosing the Venue & Date
 - Notify the Neighborhood



Before the next Meeting

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Before the next Meeting

The Tasks

- Draft Minutes
- Prepare Agenda
- **Communicate**
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Facilitation Skills



Staying on Track

Achieving tasks

- Open & close assertively
- Make clear transitions
- Negotiate time investment
- Focus conversations
- Celebrate effort and success



Trust Building

Belonging & Participation

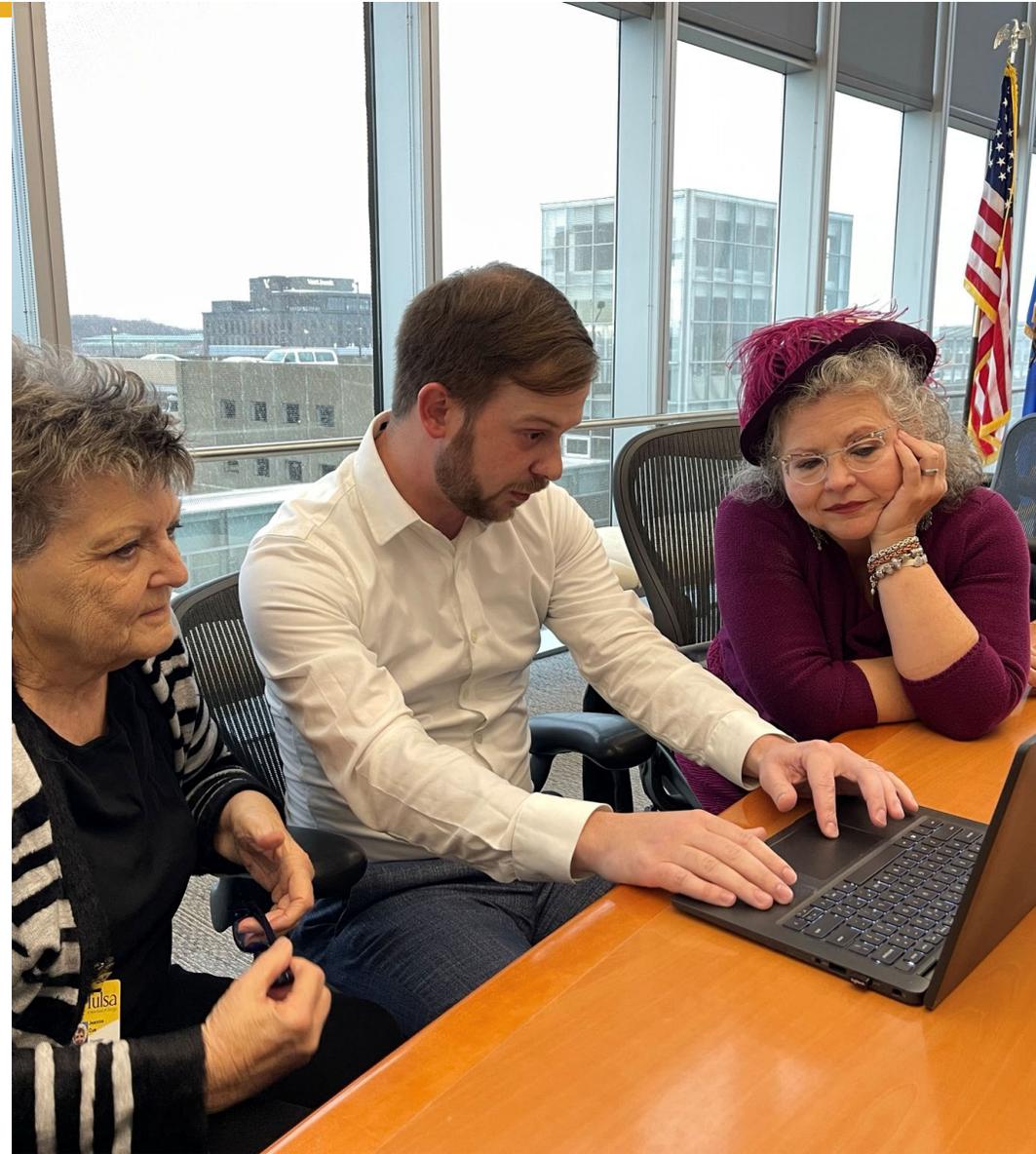
- Establish ground rules
- Ask, listen, and reflect back
- Be transparent
- Be inclusive
- Address confusion



Conflict Management

Working with dissent

- First, know yourself
- Diversity and dissent = challenge and potential
- Informal & offline channels
- Side talk: disruptive into constructive
- Handling outbursts



Building Consensus

Good enough to move forward

- Test your assumptions
- Create ways for people to voice themselves
- Respect dissent
- Seek alternatives and compromises
- Assert the conclusion



Activity: Scenario Challenge



Scenario Challenge

What would you do if...

You have 5 minutes and 2 important agenda items left to cover?



Scenario Challenge

What would you do if...

An embarrassing joke has been made by one neighbor about another?



Scenario Challenge

What would you do if...

A long-standing dispute between 2 neighbors flares up during a meeting?



Scenario Challenge

What would you do if...

You have a tied vote on an issue that's been discussed at length?



What's next?



What's next?

Getting Organized

- ✓ Introduction
- ✓ Neighborhood Outreach & Welcoming
- ✓ Community Workshops
- ✓ Developing Leaders
- ✓ Selecting Officers
- ✓ Bylaws
- ✓ Running Meetings
- Financial Administration & Compliance

Questions?



THANK YOU

