



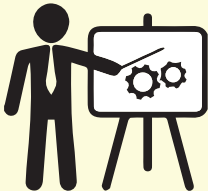
Meeting Pro Tips



TIME IS VALUABLE

Everyone is a volunteer - their time and resources are limited
Don't let meetings run overtime or over 1.5 hours

Before every meeting, always ask yourself:
Is this meeting necessary? Is this topic necessary?
How much time should this ideally take?



MEET TO ACT

Meetings should include opportunities to do something:
NEVER meet for the sake of meeting

Educational or informational items are useful - but too much focus
on education and no action results in different membership



PLAN CAREFULLY

REMAND people to come and why the meeting is important

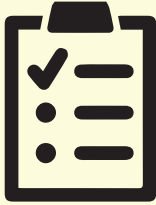
Make meetings accessible! For the next meeting, ask:
Will people still be at work? How easy is it to find the location?
Can those with disabilities get to the location? What about
members that need transportation? Can everyone understand
what is being said?

Delegate tasks beforehand: everything from making reports to greeting attendees

Personal invitations are important - don't just rely on mass emails or social media



Meeting Pro Tips Continued...



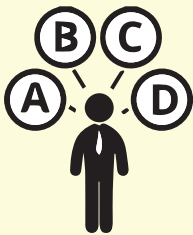
MEETING AGENDA

Ask members and residents for topics of discussion or action
Send meeting agendas at least a week before the meeting
Limit agenda to 4-5 items and place time limits on each item

Identify agenda items that will generate the most enthusiasm and place strategically

Provide time for open discussion at the end of the meeting for announcements or updates that are not central to the meeting

For an agenda template, visit necoalition.org/neighborhood-associations



HAVE ALTERNATIVES

Don't agree on an item? It is more effective to provide alternatives for members to respond to

BOTH majority and minority opinions have rights during conflict:
Minority should have their views heard and discussed
Majority can choose to end debate and move along to decision

If a small majority makes a major decision, take a moment to consider that it may not be the best decision

Compromise may be key to avoid fracturing membership: can be wise for the majority to say that unity is more important than winning a particular point