

The background features a teal-to-blue gradient with various circular and semi-circular patterns. On the left side, there is a large circular scale with numerical markings from 140 to 260 in increments of 10. Several smaller circles and arcs are scattered across the background, some with arrows indicating direction. The overall aesthetic is clean and modern, suggesting a focus on technology or data.

IMPROVING OUR MEETINGS

PROVIDING AN EXPERIENCE THAT ATTRACTS MEMBERS

MEETINGS ARE ESSENTIAL

Why?

- To maintain communication with members through a democratic process

In a meeting, we want to:

- Share information
- Make decisions
- Identify the right people to carry out these decisions



BUT THERE ARE
OTHER REASONS
OUR MEMBERS
WANT TO COME
TOGETHER



THESE
REASONS
ARE ALSO
IMPORTANT:

Spiritual development

Learning about issues

Building community

Working on projects

WHAT HAPPENS AT YOUR COUNCIL MEETING?

- **Frequency and Length**
 - How often are they held? How long are they?
 - How are reports delivered?
- **Planning**
 - What is the purpose for this meeting? To conduct business? To deliver reports? To brainstorm? To make decisions? Other?
 - Does the agenda allow time for more than just the business?
 - Are some items on the agenda unnecessary or confusing ?
 - Are there items that the executive could deal with?
- **Notification of members**
 - How are members notified?
 - How far in advance are they notified?
 - Is enough information given to participate in the decision making?

WHAT HAPPENS AT YOUR COUNCIL MEETING? (CONTINUED)

- **Welcome**
 - Are members welcomed?
 - How are new members handled?
- **Time Management**
 - Do the meetings start and end on time?
 - Is extraneous discussion controlled?
 - Is the agenda followed?
- **Member participation**
 - Are all members allowed to participate?
- **Additional elements:**
 - Was there a spiritual program?
 - Was there time to socialize?
 - Were other elements part of the meeting? i.e. Guest speaker, project work





DISCUSSION:

- What do you enjoy about your council's meetings?
- What is something you wish would not be done at your council's meetings?
- What is something you wish was done at your council's meetings?
- Do you have any other ideas that you would like to share?

MAKING OUR MEETINGS BETTER


- Frequency and length
- Planning
- Notification of members
- Welcome
- Time management
- Member participation
- Other elements

636 – GUIDE TO SIMPLIFYING MEETING AND REPORTING PROCESSES

Reorganization Working Group

Guide to Simplifying Meeting and Reporting Processes

Reorganization Working Group



GOAL:
Address Critical Issues.

STRATEGIES: Simplify procedures and reporting processes.
Enhance the role of standing committee chairpersons from a reporting role to rotating the meeting program among them.

The background is a solid blue color with various white and light blue circular patterns. These include concentric circles, dashed lines, and arcs. Some of these arcs are accompanied by numerical labels such as 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, and 260, arranged in a circular or semi-circular fashion. There are also several curved arrows pointing in different directions, suggesting a sense of rotation or movement. The overall aesthetic is technical and modern.

QUESTIONS?