

Managing Effective Meetings

Cynthia Copeland
Strafford Regional Planning Commission
and
Michele Gagne
UNH Cooperative Extension



UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION

Why Important?

- Get things done
- Leadership
- Perception of effectiveness
- Dealing with people

Elements of Effective Meeting Management

- Plan
- Inform
- Prepare
- Structure
- Summarize

Planning

- Is it needed
- Participants
- Goals/focus of meeting

Inform Others

- Right-to-know
- Alert everyone who should know
 - Location
 - Start time (and end time if possible)
 - Purpose of meeting
 - Others in attendance

Prepare Site

- Ensure comfort and ease of communication
 - Accessibility
 - Audiovisual needs
 - Temperature
 - Seating arrangement
 - Audience
 - Board
 - Cable access needs
 - Facilitator/moderator
 - Refreshments

Mechanics of Preparation

- Attendance sheets
- Handouts
 - Make extras of email documents
- Refreshments

Structure

- Agenda
- Meeting flow
- Decision-making
 - Making motions
 - Consensus
 - Voting
 - Majority rule
- Setting next steps

Summarize

- Meeting minutes/notes
 - Right-to-know law
 - Record of what was said/future goals
 - Publicity
 - Show progress

Other Topics

- Role of chair
- Procedures for informing the public of meetings
 - Press releases
 - Email/newsletter/website
- Socializing/celebrating success