



(Inspiring Meetings will be the topic of our first Fridays 2.0 interactive educational gathering on Friday, March 9, from 8:30-10:30 at TLD, 303 N. Alabama Street, Suite 230. Please pre-register with Amanda@tld.org. A fee of \$5 will be collected at the door for handouts and refreshments. Bring both a board leader and staff leader for the greatest learning opportunity.)

Inspiring Meetings

How many meetings do you attend each week? How do you feel when you leave most of them? Relieved, frustrated... how often do you feel inspired? What if that meeting is your nonprofit board meeting – THE venue where you set the tone for member's work with your organization?

Great leaders must be able to plan and conduct effective meetings, not just good meetings, but Inspiring Meetings that serve to organize, focus and move a group forward with commitment and enthusiasm!

Leading meetings can challenge even the most experienced and talented leaders: however, the reward of establishing a culture in which meetings are well-run can be very gratifying and can have substantial impact on your organization. Effective meetings can be a powerful engine to generate enthusiasm, accomplishment and community impact.

A well-run meeting can leave everyone with a sense of accomplishment and the satisfaction of having contributed to an objective through collective group efforts. This kind of energy -- and synergy -- is often due to the skillful efforts of a great facilitative leader.

Imagine regular meetings that are clearly focused and well-run:

- They begin and end on time;
- They have a preset agenda, clearly identified outcomes, and defined action steps;
- Attendees look forward to the meetings rather than seeing them as “chaotic”, “an obligation”, or “a waste of time.”

Your organization has probably tried to make incremental changes as we hear from these nonprofit leaders:

“We were spending most of our board meeting time on routine information. We have now started using a Consent Agenda and gained, at least, 20 minutes to focus on more strategic priorities.” – Board Chair

“After a disastrous 80 minute presentation from a marketing consultant to the full board, we now have the executive committee preview information, materials, and recommendations to ensure they are ready for the board to review and act upon.” - Board Chair

“The favorite part of our board meeting for many board members is when we have staff talk about our work and share specific examples of how we are impacting people's lives.” – ED

**But is there a way to more consistently increase
the effectiveness of our board meetings?**



Trustee Leadership Development is building on the work of Confluent Consulting™ to develop a training manual or field guide to support organizations in creating more effective, even inspiring, meetings. Key insights are summarized below, but please join us on March 9 at 8:30am for an interactive discussion of these issues and ideas in more depth.

- Inspiring meetings have facilitators; not just leaders.
- Inspiring meetings require that the goals of the meeting dictate the format – one size does not fit all.
- Inspiring meetings involve the people in attendance – if your meetings were intended to be a spectator sport, you would just send an e-mail or letter.
- Inspiring meetings account for the differences in people's learning, work, and interaction styles.
- Inspiring meetings take into account the culture of the group, the levels of mutual trust and understanding, and the dynamics of power and politics within the group or organization.
- Inspiring meetings define and document the work that is accomplished and what still needs to be done – to lead to action.
- Inspiring meetings require regular evaluation and reflection to maintain high energy and engagement.
- Inspiring meetings require thoughtful preparation but provide far stronger results and outcomes and build teams who are more effective in the long-run.

Using a four-part framework and a system of planning templates, designed by Confluent Consulting™, our facilitators on March 9 will show us how to design an inspiring meeting and create opportunities for all of us to share what we have learned through our own experience. Bring a board leader and staff leader for the greatest learning opportunity. If you are unable to attend, click on the newsletter link for a sample template and watch for future training.

THE FOUR PART MODEL:

1. TASK – what is to be accomplished?
2. PROCESS –how will we go about it?
3. INTERACTION – what level of interaction is needed or desired from group members?
4. LOGISTICS – how do we make the physical environment and other details contribute to the effectiveness of the group's work?

We look forward to seeing you on the 9th, space is limited to the first 30 registrations to Amanda@tld.org . The event will take place at the offices of Trustee Leadership Development at 303 N. Alabama Street, Suite 230 (adjacent to O'Malia's downtown) , 317-636-5323