Quick Tips

DO YOU ENCOUNTER THESE CHALLENGES?

A poll of professionals and managers resulted in 1,305 examples of problems encountered in meetings. Of these, 16 examples account for over 905 of all meeting problems. They are:

- Getting off the subject
- No goals or agenda
- Disorganized
- Ineffective leadership/lack of control
- Wasted time
- Ineffective decision-making
- No pre-meeting orientation
- Too lengthy
- Poor/inadequate preparation
- Inconclusive
- Irrelevant information discussed
- Starting late
- Interruptions
- Rambling, redundant discussion
- Individuals dominate discussion
- No published results or follow-up action

From We've Got to Start Meetings Like This. Roger Mosvick and Robery Nelson, Scott Foresman & Co.

LEADER HINTS

Are available on the following topics:

- Conflict Resolution
- Constitution & Bylaws
  - Delegation
  - Difficult Member
- Event & Program Planning
  - Fundraising
  - Goal Setting
  - Icebreakers
- Meetings & Minutes
  - Motivation
  - Officer Transition
- Recruiting New Members
  - Retreats
  - Stress Management
  - Team Building
  - Time Management

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

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University of Texas San Antonio  University of Kansas
University of New Mexico    University of Nevada Reno
Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, keep the group cohesive, and allow the group to pool resources for decision-making. The following are some tips to help make your next meeting successful, productive, and FUN!

**BEFORE THE MEETING**
- Define the purpose of the meeting
  (If you can’t find a purpose, don’t have the meeting.)
- Develop an agenda with officers and advisor(s)
- Distribute the agenda, background material, and lengthy articles or documents
- Set a time limit and do your best to stick to it
- Select an appropriate, comfortable location
- Use visual aids if they will help
- Make sure all members are aware of the meeting time and place

**DURING THE MEETING**
- Greet members and make them feel welcome
- Serve refreshments if possible
- Start and end on time
- Review the agenda and set priorities for the meeting
- Stick to the agenda
- Encourage feedback
- Encourage group discussion to get all points of view
- Keep conversation focused on the topic at hand
- Keep minutes for future reference in case a question is raised
- Be a role model by listening and showing interest, appreciation, and confidence in members
- Summarize agreements reached and end the meeting on a positive note
- Set the time, date and place for the next meeting

**AFTER THE MEETING**
- Transcribe the minutes and distribute them within 3-4 days
- Discuss any problems during the meeting with officers and advisors
- Follow up on delegation decisions
- Give recognition for excellent and timely progress
- Put unfinished business on the agenda for the next meeting
- Periodically evaluate meetings and work toward improvement

**MINUTES**
All minutes should contain:
- Time, date, and location of meeting
- Type of meeting (officer, committee, general)
- Members present/absent
- Time of “call to order” and by whom
- Approval/amendments of previous minutes
- Officer and committee reports
- Unfinished business acted upon
- New business acted upon (For all business: Include exact wording of new resolutions, etc., as well as vote counts)
- Unfinished business
- Action items and who is responsible for them
- Advisor report
- Announcements
- Next meeting information
- Time of adjournment
- Name of secretary/recorder

HINT: Many recorders simply take notes on the written agenda at each meeting.

Once minutes are typed into the group’s preferred format, they should be submitted to the president and/or advisor for review.

Minutes become the official record of group proceedings AFTER they are accepted by the membership (at the next meeting).