

WELCOME

Tips and Techniques for Effective Board and Committee Meetings



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Leadership Development, Performance Management, Change & Transition

Session Objectives

- Explore techniques that make meetings more focused and productive
- Discover the difference between getting input and making decisions and techniques for doing both

Meetings More Focused and Productive

- Define meeting objectives
- Put meeting objectives on agenda and send out in advance
- Always include clearly articulated questions to ponder in preparation
- Start the meeting on time
- Give each item a time allocation and assign time keeper role
- Have meeting ground rules that state how meetings will run
- Have a short term and long term parking lot open during the meeting
- End meeting by summarizing decisions made, the next steps and the communication plan

Know the Difference between Circle and Triangle Time



Circle Time – a very inclusive facilitative time when everyone is equal



Triangle Time – different from Circle Time, where the hierarchy or person with greatest expertise has the right to make the decision

Circle & Triangle Time



- All ideas are accepted
- The focus is on personal relationships & processes
- It is more important to consult and hear all ideas than to find the one right idea
- Can be very creative & time consuming
- Best used for gaining input & not as decision making technique



- Hierarchy or person with greatest expertise is the one who has the right to decide which ideas will be used
- If leader says we will do “x”, it is time to accept the decision and begin to implement. Everyone is not equal.
- Once decision is made, focus shifts to how best to implement

Mixed Signals – Circle & Triangle Time

MIXED SIGNALS (pretend it is circle time when it is triangle time)

Sounds Like	Looks Like
“Let’s get input from everyone in order to get buy-in”	Individual asks for input but does not take notes
“Senior management has already discussed this matter but what are your thoughts?”	Individual disagrees with input offered (“Yeah but”)
“Let’s ask them what they would do in the hopes that they offer the same solution”	Individual makes decision immediately after last person has offered their input
“Those are good solutions but what about the one I presented?”	

Saturday Night Live - Circle? Triangle?



Techniques for Making Decisions in Teams



Designate someone the triangle to use after genuine circle time



Vote



Bargain



Coin Toss



Triangle

Question #1

(discuss for 3-minutes then vote)

The governor of the Province of Canada was instrumental in encouraging the success of Confederation, so much so that his term was extended so that he could be the Governor General of the new Dominion. Who was he?

- A. Viscount Monck
- B. Lord Sydenham
- C. Lord Durham
- D. Sir Charles Bagot

Question #2

(circle time followed by triangle)

The name "Canada" comes from the Iroquois word "Kanata" which means what in English?

- a) Maple leaf
- b) Village
- c) Coast
- d) Land of the free

Question #3

(person with triangle decides with no input)

What is Canada's motto?

- a) A Mari Usque Ad Mare - From sea to sea
- b) Fortis et Liber - Strong and free
- c) Splendor Sine Occasu - Splendour without diminishment
- d) Quaerite Prime Regnum Dei - Seek ye first the Kingdom of God

Answer to Question #1

Who was the First Governor General of Canada?

- A. Viscount Monck
- B. Lord Sydenham
- C. Lord Durham
- D. Sir Charles Bagot

Monck was originally from Ireland. Trained as lawyer. Very active in politics in Ireland. He came to Canada in 1861. He was instrumental in driving the Confederation movement. He was down to earth, patient, impartial and unpopular. He swore in MacDonald in plain clothes. He saw to the purchase of Rideau Hall.

Answer to Question #2

The name "Canada" comes from the Iroquois word "Kanata" which means what in English?

- a) Maple leaf
- b) Village**
- c) Coast
- d) Land of the free

The name *Canada* originated from the Saint-Lawrence Iroquoian word *Kanata* meaning “village” or “settlement”. Related translations include “land” or “town”, with subsequent terminologies meaning “cluster of dwellings” or “collection of huts”.

Answer to Question #3

What is Canada's motto?

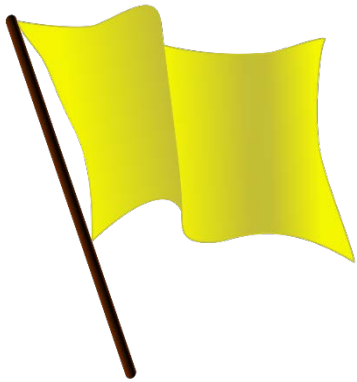
- a) **A Mari Usque Ad Mare - From sea to sea**
- b) Fortis et Liber - Strong and free
- c) Splendor Sine Occasu - Splendour without diminishment
- d) Quaerite Prime Regnum Dei - Seek ye first the Kingdom of God

The first recorded use of the phrase to represent Canada was by George Monro Grant, who was Sandford Fleming's secretary and a Presbyterian minister who used the phrase in his sermons. His great-grandson Michael Ignatieff suggests that Grant used the phrase in a nation-building effort during the construction of the Canadian Pacific Railway.

Your Meetings

- ▶ Want most of the items to be FOR YOUR INPUT items (diverse opinions welcome; one person going off with the input and developing recommendation)
- ▶ Other items are FOR YOUR DECISION - likely best to be done by vote
- ▶ A few items are FOR YOUR INFORMATION - to which questions of clarification are welcome or action needs to be discussed

If you MUST decide by CONSENSUS... use FLAG system



"I could support this if..." - capture all the concerns. Revise resolution that it will be implemented addressing all areas of concerns...



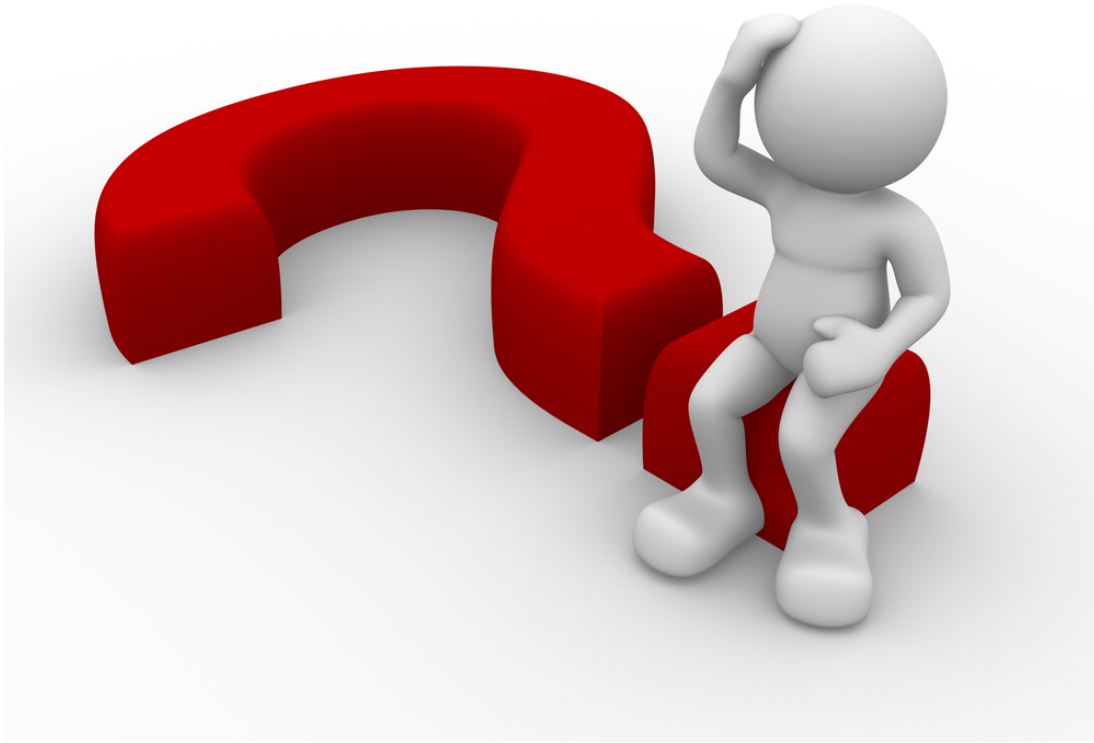
"I can not support this..."
Therefore must work with someone who can and return with new recommendation"



GreenFlag

I can support this - ensure you have all 100% showing green flags

What will you try?



Evaluation



THANK
YOU

A 3D graphic of the words "THANK YOU" in a bold, blue, sans-serif font. The letters are rendered with a slight perspective, giving them a three-dimensional appearance. They are set against a solid black rectangular background. The overall design is clean and modern.