



STM Committee Training Note

Week commencing 28 November 2011

Committees Can't Do Business in the Kitchen – Finding Suitable Times and Places for Meetings

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 3 of 11 in this series)

Eliminating distractions is essential for running a good meeting, that's why having a committee meeting at someone's home is not a good idea if it can be avoided. A committee meeting at someone's home will invite more distractions, from pets to the television.

A more formal setting is best. If the community does not have a meeting room, then an available room at the strata manager's office could be used. If that does not suit, many public libraries have meeting rooms available for reasonable fees.

Some meeting experts believe a business-like setting does not include food. Food can be disruptive. Munching on corn chips is not generally thought to be conducive to good listening. Refreshments might be served either at the beginning or end of the meeting but not during the meeting.

Certainly, alcohol during the meeting should be avoided. Controversial decisions may be challenged if drink is involved.

As to the best time for a meeting, opinions are divided. Managers would prefer all meetings to be held during working hours and owners would like them to be held after hours or on Saturday. There is no right or wrong answer to this.

Most experts agree however, that meetings should not last more than two hours, at this point it becomes more productive to continue at another time. When people are tired or frustrated, rash decisions might be taken. These last minute decisions can often result in disputes and even longer meetings in the future as the parties attempt to recover from their haste.

Next week

Keeping the Meeting Moving