



STM Committee Training Note

Week commencing 14 November 2011

Prior Preparation Helps Reduce Meeting Time

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 1 of 11 in this series)

If your meetings are lasting for hours it could be that your members are not properly prepared. A good meeting pack sent out before the meeting will help. Here are five tips:

1. Put the finishing time on the agenda – all agendas will have a start time but few have a finishing time; it's amazing what a difference this can make. Most people agree that 2 hours is enough for a good meeting. Anything longer becomes tedious and ineffective;
2. Start your meeting right on time out of consideration for those that made the effort to be punctual. Latecomers will catch up and will soon learn that you mean business;
3. Include benchmark times in the agenda, for example, 'Call to order 10:00 am, Approval of Minutes 10:05 Financial Reports 10:10 etc. This tells people how long has been allotted to each segment of the meeting if you are to finish on time;
4. Be descriptive in the agenda to push towards desired outcomes;

Good	Better
A. Requests for owners works approvals (10 15)	A. Recommendation to approve Owners works request No 324 to install a pergola on the usual terms (10 15)
B. Safety and Security Committee Report (10 25)	B. Recommendation from the Safety and Security Committee to make improvements to the entrance security system (10 25)

5. Meeting papers should appear in the pack in the same order as the agenda.

Next week

Advanced thinking and recommendations aids productivity

Adapted from Keatts, M. J. 'Conducting Meetings; A Guide to Running Productive Community Association Board Meetings' (Community Associations Institute, United States, 1998) by Teys Lawyers Pty Ltd for STM.