



# The One Hour Board Meeting

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are WE apathetic



# What Causes Apathy?

# Groups





*You have to know the purpose  
of the board, to know the  
purpose of the board meeting.*

**So, what is the  
purpose of the  
board?**





**Maintain - Protect - Enhance**



CRAIG  
HUNT



## Purpose Of A Board Meeting

- **To make effective decisions in accordance with the “*business judgment rule*” which will positively impact the value of the assets.**



# Board of Directors





# Business Judgment Rule

- Act in good faith
- Fair dealing
- Act within limits of expertise
- Act lawfully & with ethical intent
- Rely on experts
- Don't reinvent the wheel





# Open Meeting Law

- **Members allowed to speak at all meetings of Board & association**
- **Exception: Executive Sessions**
- **Board may impose time constraints on members wishing to speak**





Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

I would like to speak about:

\_\_\_\_\_

\_\_\_\_\_

Names will be called one at a time. When your name is called please come to the front of the room to address the board. Because of time constraints all speakers will be limited to 3 minutes. Please keep your comments brief so everyone who wishes to speak will have time. Thank You







# The Gavel





Who is running  
this meeting  
anyways?

**President**

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## PRESIDENT

- Liaison to manager/management company
- Prepares agenda (input from others)
- Presides at meetings
- Sets a positive example
- Prepares others for future leadership roles
- Appoints & supervises committee chairs
- Official representative
- NUMBER ONE JOB?



# PAT PEOPLE ON THE BACK





# Encouraging Participation

## Wallflowers Have Ideas, Too

- Create an atmosphere for participation
- Reward participation
- Don't dominate the discussion
- Act as if you *expect* everyone to participate
- Ask open ended questions





# Preparing Others

- Tell them the purpose of the meeting as well as the subject
- Tell them what is expected of them
- Have an AGENDA for others to follow





# Job Descriptions

## SECRETARY

- **Maintain corporate record book**
- **Maintain “Book of Resolutions”**
- **Attest to authenticity of all corporate documents**
- **Certifies all meeting notices and election results**
- **Responsible for taking minutes**
- **Responsible for all “official” corporate communication with the members**
- **Meeting timekeeper**





# Job Descriptions

## TREASURER

- Chief financial officer of association
- Ultimately responsible for collection and expenditure of assessments
- Reviews and monitors financial statements
- Reports to Board at each meeting on budgetary matters. Summarizes financial statements as part of Treasurer's report.
- Approves & monitors investments in accordance with Board policy





## Job Descriptions

### All

- **Come to meetings prepared - Do your homework**
- **Maintain a professional demeanor**
- **Accept and support the President as the leader**
- **Put personal issues aside**
- **Have a little fun!**





# Elements of Effective Meetings

- **Agenda & Report**
  - **3 to 5 days prior**
- **Contact All Participants**
- **Timed Agenda**
- **Homeowner Input**
- **Parliamentary Procedure**





# The Most Important Part of a Meeting is the

## AGENDA

- It makes the meeting fast and succinct
- Keeps everyone on TASK





# Sample Timed Agenda

<u>Item</u>	<u>Mins</u>	<u>Time</u>
Call To Order & Roll Call	0	7:00 p.m.
Open Forum	15	7:00 p.m.
Secretary's Report	3	7:15 p.m.
Treasurer's Report	7	7:18 p.m.
Management/Presidents Report	20	7:25 p.m.
Committee Reports	10	7:45 p.m.
Unfinished Business	0	7:55 p.m.
New Business	0	7:55 p.m.
Celebration	5	7:55 p.m.
Adjourn	0	8:00 p.m.





# During the Meeting Parliamentary Procedures

- **Structure, structure, structure, more structure and did I mention structure**
- **Focus on the process!**
- **Motions**
  - **No conversations**
- **Keep it brief**





# TAKE Action



**Five frogs  
are sitting on a log...**



# **Don't Just Decide - DO IT**

- **Ensure that minutes are record**
- **Keep and on going list of Action Items**
- **Distribute the minutes and action items**
- **Review minutes and action items at each meeting**

# Focus on Progress





# When You're Done You're Done

**3 steps to conclude  
the meeting**



# Step One

## Thumbs Up or Thumbs Down

### Four Question

- **1. What happened?**
- **2. How did it happen?**
- **3. What was accomplished?**
- **4. What was not accomplished?**



## Step 2 Wrapping it Up

- **Express appreciation**
- **When you're done STOP! and adjourn the meeting**
- **Don't linger or add extraneous items to the agenda!!!**






# Step 3 Celebrate Success





First Rule  
Don't sweat the  
small stuff!

SHOCK



Second Rule  
Everything is small  
stuff.

Live Well

Cause Good



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