

Better Board Meetings: Improving Your Facilitation

Conservation Lands Foundation | October 27, 2022



Megan Seibel

Better Board Meetings Webinar Series

Clarifying Board Roles
and Responsibilities

Enhancing Your
Preparation For Board
Meetings

**Improving Your Board
Meeting Facilitation**

Prior Session: See
Recording

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Recording

Today's Session

A modern meeting room with a large wooden table, a whiteboard, and a brick wall. The room is dimly lit, with a large window on the left and a whiteboard on the wall. The table is set with a laptop, a small potted plant, a plate of food, and a cup. There are several chairs around the table. A large orange arrow points to the right, partially obscuring the text.

Better Board Meetings

Improving Your Facilitation

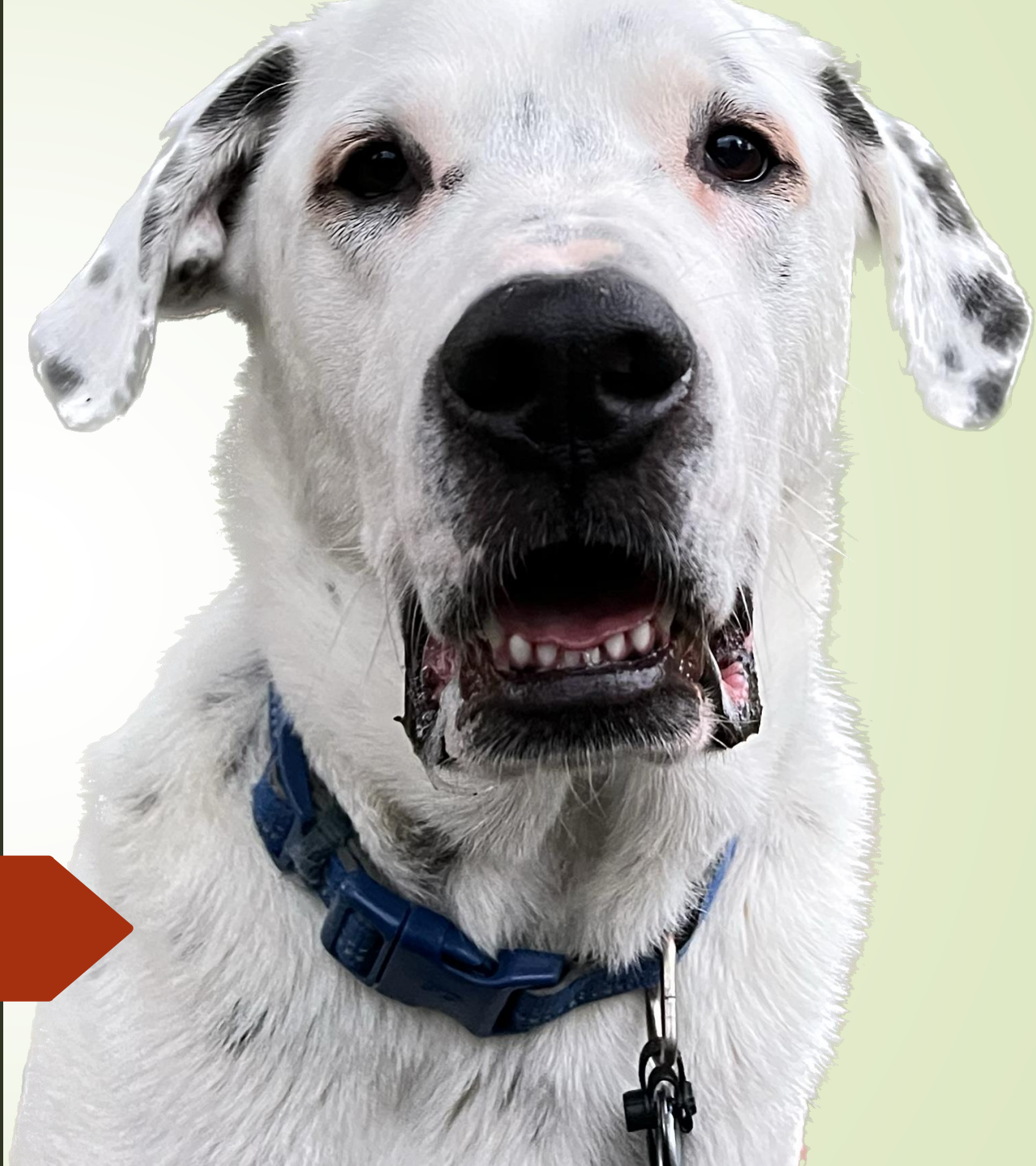


Review

Focus	Focus on board responsibilities: strategic direction, fiduciary oversight, ED evaluation, and board self management
Schedule	Schedule mix of topics: business, planning, visioning, team building
Design	Design agendas that support engaging conversations
Send	Send materials 1 – 2 weeks in advance

Who is here today?

Are you the facilitator of your board meetings?



A photograph of a rowing team on a lake at sunset. The sun is low on the horizon, creating a warm orange and yellow glow. The sky is filled with clouds, and the water reflects the light. In the background, there are mountains and a city skyline. A semi-transparent dark blue arrow-shaped overlay points to the right, containing the text "Role of the Board Chair".

Role of the Board Chair



Role of the Facilitator

Monitors and encourages participation

Focus on group process, not their own opinion

Stops those who are dominating the conversation

Moves discussion along - discourages repetition

Stops off-topic conversation

Manages time well

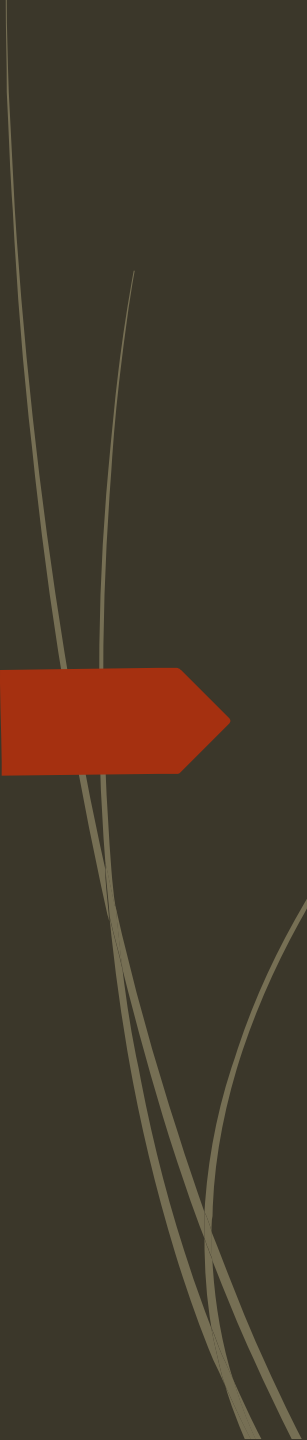
Asks tough questions

Looks for consensus

Summarizes key points

The background of the slide features a collection of hands from various people, all giving a thumbs-up gesture. The hands are positioned at different heights and angles, creating a sense of collective agreement or approval. The image is overlaid with a semi-transparent dark blue filter. On the left side, there is a solid orange arrow pointing to the right, which partially overlaps the text.

Meeting Agreements



Sample Meeting Agreements

- Be Present
- Speak Your Truth
- Listen to Understand
- Step Up – Step Back
- Notice Power Dynamics
- Trust Intent
- Acknowledge Impact



Good Enough Structure:

What is worth using from Robert's Rules of Order?



Call Meeting To Order and Adjourning the Meeting

Making Motions (and Seconds)

Opening to Discussion

Restating the Motion

All in Favor, Opposed

Stating the Vote Count

A close-up photograph of a person's hands writing in a notebook. The person is wearing a light-colored, textured sweater. The left hand holds a black and gold pen, while the right hand rests on the notebook. The background is blurred, showing more of the notebook and the person's arm. A semi-transparent brown hexagonal overlay is positioned over the lower part of the image, containing the text "Assign a Note-Taker" in white.

Assign a Note-Taker

You can use both...

- Meeting Agreements
- Robert's Rules





Good Facilitation

Monitors and encourages participation



Good Facilitation

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Focus on group process, not their own opinion

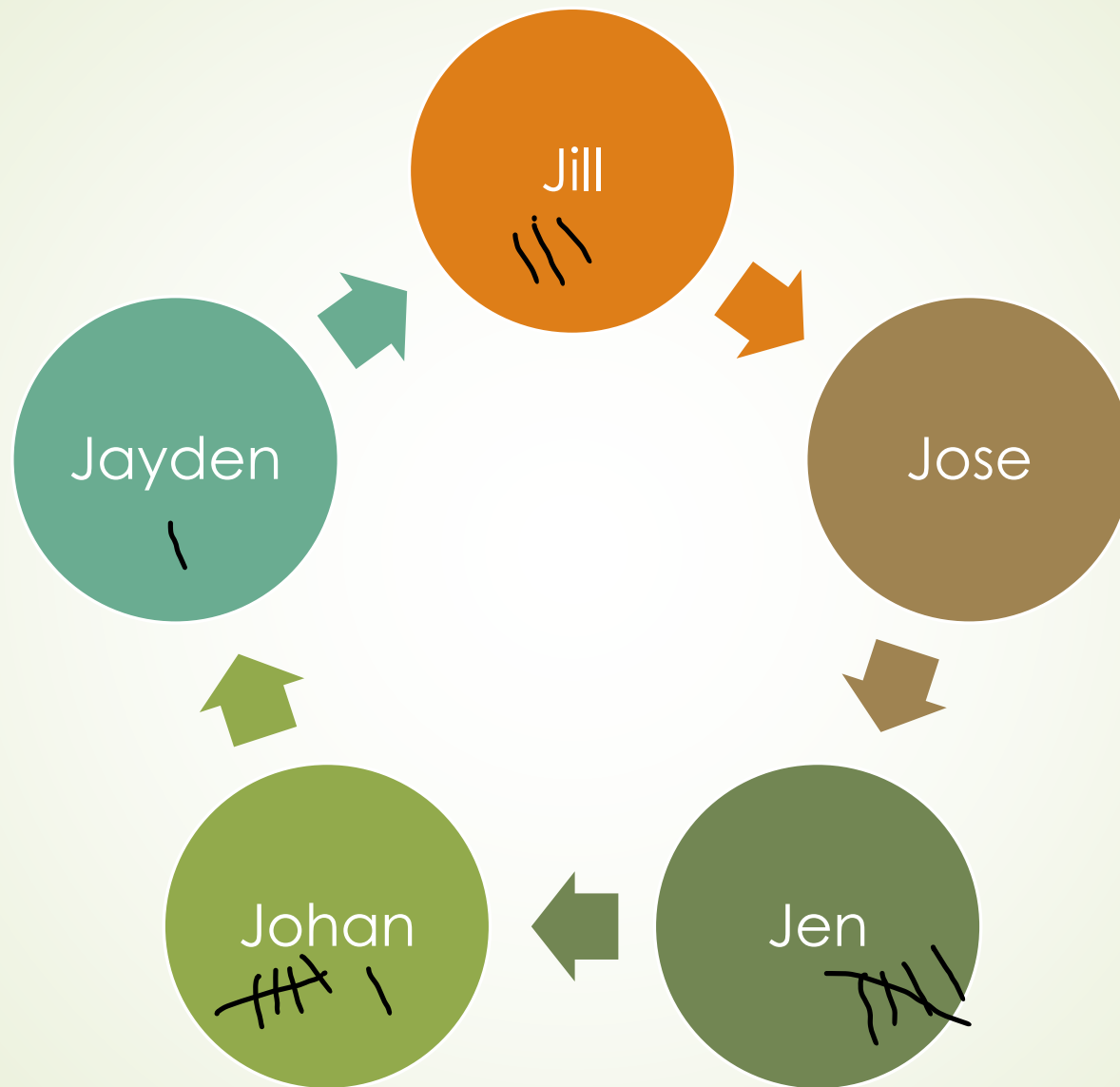


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Board Meeting Materials

- What to send
 - Proposed agenda
 - Minutes from last meeting
 - ED report
 - Program reports
 - Committee reports
 - Financials
 - Background for topics on agenda
- When to send
 - 1 – 2 weeks in advance



Cutting Off Discussion



Good Facilitation

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Moves discussion along - discourages repetition

Stops off-topic conversation

A close-up photograph of a red metal bike rack. The rack consists of several vertical and diagonal bars. The background is a blurred green lawn with scattered yellow and orange autumn leaves. A dark green arrow-shaped overlay points to the right, containing the text "Make a Bike Rack List" in white.

Make a Bike Rack List



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Stops off-topic conversation

Manages time well

A gravel path winds through a forest of evergreen trees and green undergrowth. The path is made of light-colored gravel and dirt, curving through the landscape. The surrounding area is filled with various types of evergreen trees, some small and some larger, along with patches of green grass and low-lying plants. The overall scene is a natural, outdoor setting.

Make Adjustment to the
Agenda, if needed



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Summarizes key points

Summarize Key Points

- Re-state Motions
- Capture Decisions in Minutes
- Clarify Action Steps
- Set Next Meeting





Ideas for increasing engagement

- Reconnecting to the mission
- Break into small groups
- Brainstorming
- Team building



Summary

Focus	Focus on board responsibilities: strategic direction, fiduciary oversight, ED evaluation, and board self management
Prep	Design agendas that support engaging conversation and send materials in advance of meeting
Facilitate	Use meeting agreements and just enough structure for well-facilitated and inclusive meetings
Engage	Increase engagement by trying new approaches within the meeting and providing team building opportunities

Better Board Meetings

Webinar Series Recordings

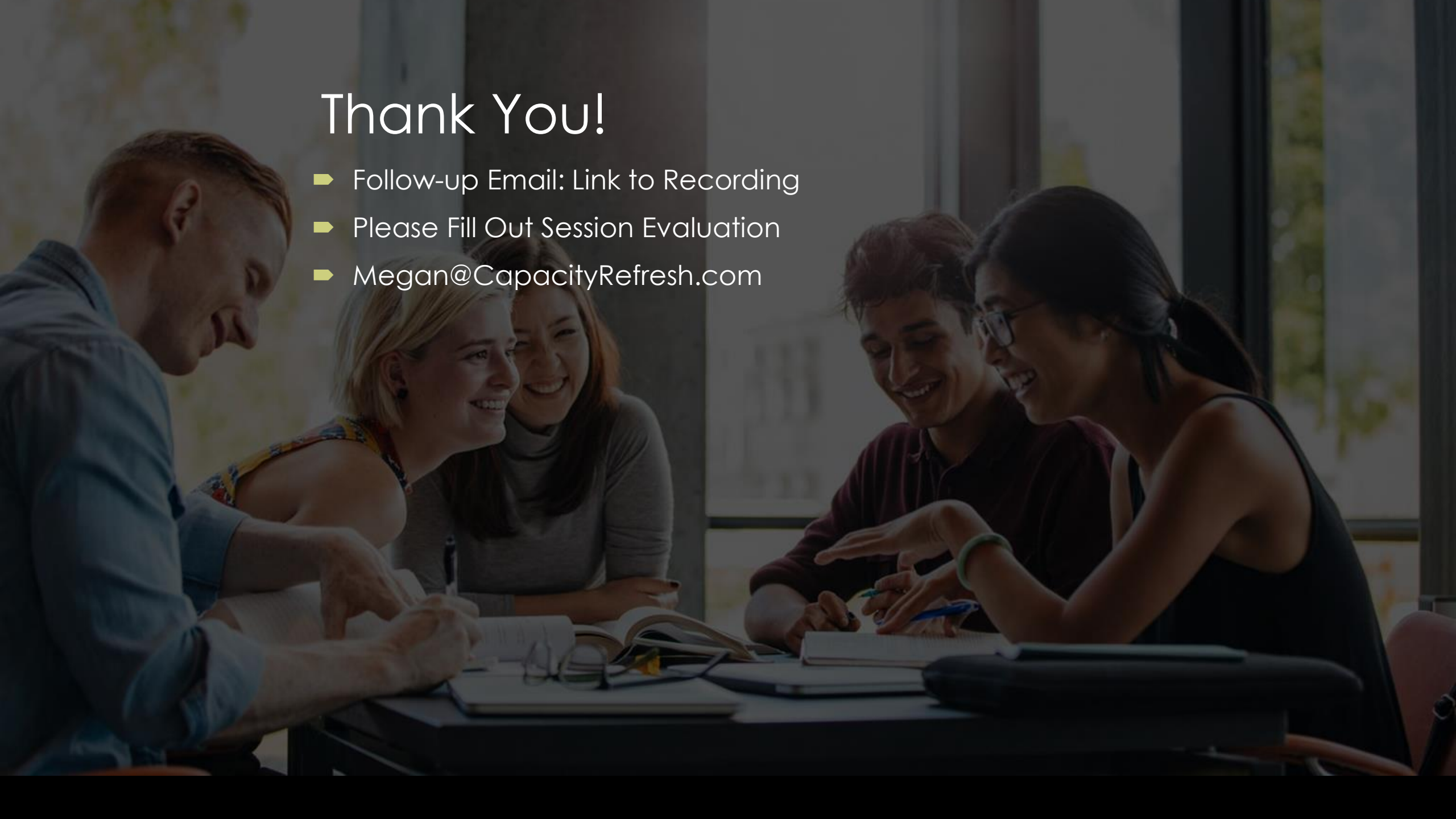
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Thank You!

- ▶ Follow-up Email: Link to Recording
- ▶ Please Fill Out Session Evaluation
- ▶ Megan@CapacityRefresh.com



Questions?

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Capacity Refresh
Training and Consulting

