

## Board meetings – what you should consider

- Avoid unnecessarily long meetings – usually a board that meets monthly should be able to accomplish everything on its agenda in about 90 minutes – with a bit of time for socializing before and after
- It is good to ensure all board members are focused on the mission of the organization so before the meeting it starts you might consider having someone read the mission statement to allow everyone to “be at the meeting” without outside distractions
- Most board members are not interested in being “rubber stamps” – they want to have a role in substantive decision-making – one way to ensure there is time for this is to incorporate a consent agenda model into the board meeting.
- Consent agendas allow the board to review non-action reports, staff reports, previous meeting’s minutes, and president’s message, ahead of the board meeting and approve them as a package. If a board member has a question about anything contained in the consent agenda they can ask to have that item removed and dealt with separately.
- It is a good idea to include potential board members as guests to your board meetings. This lets them see how things operate, gives them an opportunity to ask questions, and allows current board members to interact with them, to see if they will be a “good fit”
- Board minutes do not need to reflect every word that is spoken at the meeting but there are specific things that do need to be included – see article from Myra Close, NMHOA Treasurer, elsewhere in this edition of *i’mPOWERED!*
- It can often be helpful to have a board retreat – an annual opportunity to meet together to assess the accomplishments of the past year, and to plan for the next. Some boards decide to adopt strategic plans and as long as the plan is not left to gather dust on a shelf, this can often be a good idea. It is best to have a strategic plan that goes no further than the next 18 months to two years.
- Strategic plans should meet SMART goals – successful, measurable, achievable, realistic and timely (within 18 months to two years)

*Some of the information was taken from Board Source – [Board Meetings – FAQs](#)*

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