



Tips on Running Effective Meetings & Meeting Committee Goals



Roles that Committees Serve Within IWEA

Roles that Committees Serve Within IWEA

- Links the association with the attitudes and real world of its members
- Vehicle for representation of members
- Allows members to become involved in the association
- Training ground for future leaders
- Ensures group participation in problem-solving
- Provides a forum for the many interests within the association

Who Should Be A Member of the Committee?

- Representative of each segment of the industry (if applicable)
- Recognized leaders in the area the committee serves
- Prior committee members
- New blood, new members
- Diversity
- Everyone who volunteers!

Sources of New Volunteers

- Invite current committee members to invite others (agenda item at first meeting)
- IWEA staff can provide volunteers from prior years
- IWEA database has some “segments” identified (e.g., laboratory)
- Advertise/article in Digester or Newslink

Sources of New Volunteers

- Table at the Annual Conference
- Who has an interest in the outcome of the committee's work?
- Letter to those who have attended your seminars
- Sign up sheet at seminars

What To Do Before A Meeting is Called: Setting The Meeting Date

- If feasible, try to set a “consensus date” by issuing several and asking for preferences
 - Remember: if they are not attending your meeting, they may be interested, but committed elsewhere

Setting Meeting Logistics

- If Setting Date, Give One Month Notice and all Logistics
- Set ONE Location generally...don't move
- Set a consistent pattern
- Don't EVER hold a meeting just to hold it...feel free to cancel
- Avoid Mondays and Fridays

Preparing for the Meeting: The Agenda

- Be sure to ask members if there are other matters that should be on the final agenda.
- If there has been a prior meeting, send out the minutes of the last meeting with the agenda.

Preparing for the Meeting: The Agenda

- Each “reminder” email should list all committee members and should reiterate the logistics of the meeting. Request that members call or contact if they have found they cannot attend.
- Consider background memos regarding complex matters.
- Consider “Timed” agendas

Preparing for the Meeting: The Agenda

- Note start and adjournment times on the agenda and stick to them
- Place items in order of importance, generally
- Include all logistics needed to reach the room
- Start with “unifying” matters
- Also start with “brainstorming” session

Preparing for the Meeting: The Agenda

- First agenda: long-term projects that will require multi-month activities
- No back-to-back difficult subjects
- Note the desired outcome of each agenda item
- Show the person assigned to present each item
- Informational items at the end of the agenda

The Appropriate Role of the Chairman

- Facilitate discussion
- Be certain all viewpoints are expressed
- Guide the committee toward conclusion on matters that need concluding
- Chairman are not to “hold court” or get what they want
- Do not allow others to dominate the discussion
- Involve everyone

The Appropriate Role of the Chairman

- Never be derisive of a comment
- Request a volunteer take notes:
 - Decisions made
 - Why decisions made
 - Responsibilities accepted
 - When responsibilities are to be accomplished

What to Do Within 24 Hours After a Meeting

- Distribute to everyone the logistics of the next meeting
- Write the meeting recap while it is still fresh in mind
- Put in your “reminder” system what needs to be done

Working with the IWEA Executive Board

- What is the IWEA Executive Board?
 - Established by the Bylaws as the governing body of IWEA. The Board or those to whom it provides authority (such as the President or the Executive Director) makes all decisions and legal agreements.

Working with the IWEA Executive Board

- Committee chairmen cannot enter into agreements...such as with hotels. That authority rests with the President and/or the Executive Director.

Board Meetings

- Committee Chairman Representation is Requested, But Not Required.
 - If the committee chairman cannot attend, they may delegate to a committee member.
 - Your committee's presence at Board meetings assists **you** in knowing IWEA's activities, and assists the Board in knowing the activities of **your** committee.
 - So, board meeting attendance is encouraged, but not required.

Board Meetings

- **Board meeting attendance is required if your committee is requesting action, such as requesting additional funding, a reduction in fees for a seminar or the adoption of a policy**

Board Meetings

- All committee chairmen will be notified of an upcoming Executive Board meeting.
- *Executive Board meetings are now scheduled to occur on the second Thursday of each month from 10:00 a.m. – Noon*

Board Meetings

- Agendas and supporting information will be emailed/mailed two Mondays prior to the meeting, which is the deadline for requesting an item placed on the agenda and for getting information sent with the board packets.

Board Meetings

- Copies of your meeting recaps or minutes to:
 - President Bates
 - Julia Petro
 - Possible use in Digester
 - Possible inclusion in Board packets
 - Posting on the WEB

WEB Updating

- WEB will be updated through the month
- If you have an update, label it as such in the email
 - Provide where on the current WEB pages you believe the update belongs
 - Provide any deadlines (posting needed by...)

Working with the IWEA Office

- What is “The Mattison Corporation”?
 - An Association Management Company
 - Purpose: *“To have fun while conducting the serious work of our clients.”*

Working with the IWEA Office

- Now with eight (8) clients, with whom you share
 - An executive director
 - Support staff
 - Office
 - Office equipment
- (But *you* are our **most important** client...)
- IWEA has been our client since May, 1989...21 years and counting!

Benefits of Working with an Association Management Company

- Lower Overhead through shared costs
- Get more experience than you pay for
- Have staff while paying less than cost of a full-time executive director

Who Works For You?

- Gary Price, IWEA Association Consultant and President, The Mattison Corporation
- Scott Grimes, IWEA Executive Director and Vice President, The Mattison Corporation
- Julia Petro, IWEA Association Coordinator
- Amy Herbertz, IWEA Office Personnel
- Brett Zeller, IWEA Bookkeeper

We are here to Serve You

- Committees that need assistance should contact the office
- Staff can attend your committee meetings
 - While perhaps not all of the time, we are available
 - To assist with brainstorming or planning

We are here to Serve You

- To explain any facet of IWEA
- To serve as “permanent” staff if requested and approved by the President
- Bottom line...Call!
- Staff can conduct special mailings to your committee or to the membership

We are here to Serve You

- New office location: 200 South Meridian Street, Indianapolis, IN 46225
- The Spaghetti Factory building