How to Run A Business Meeting

Business meetings follow the jams that are held quarterly. It has been our experience that the business meetings at a minimum require one hour and in many cases they have required one and half hours. Usually the person/group who is hosting the jam also finds a location for the business meeting.

How to Create a Business Meeting Agenda

- There are several recurring agenda items that should be included in each meeting. These include: 1) review of upcoming events; 2) financial report; and 3) any issues with the website.

- The association has three sub-committees: 1) business and marketing *(Co-chairs: Susan Ross and Danielle Woermann)*; 2) website (??); and 3) WB outreach and continuing education *(Co-Chairs: Monica Welty and Frances Laude Gohard.* **It would be useful to contact the Co-Chairs to see if they have any issues that would like on the agenda.**

- Review the minutes of the previous business meeting to see if there are any outstanding issues for discussion on the agenda.

- It is important to determine who (it can be more than one person) will run the overall business meeting. People can take responsibility for certain sections.

- Once you have identified the items it will be important to determine how much time each item will take and who will lead the sessions

Communication about the Business meeting

- Once the business meeting agenda has been finalized. Send it to Susan Ross @ susanraeross@gmail.com who will send it to the Nia teacher list.

- We like to send this out at least three weeks before the jam so that people can add agenda items and provide feedback if they can not attend the meeting.

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How to Prepare for the Business Meeting

- Make Copies of the Agenda- and bring at least 20
- Contact people leading the sessions in advance
- Reserve a space for 15-25 people

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- Review the agenda with the group, highlighting the time and who will be leading the sessions, and to see if there are any additional agenda items
- Identify someone to keep time and take notes if this has not already been arranged
- Foster inclusion of everyone's ideas, it usually helps if people speak one at a time
- If there is any confusion about past discussions or decisions refer to the SF Nia Association description and agreed principles
- If a item is brought to a vote, it is a simple majority. Also this should be documented in the minutes so they can be referred to.
- If the group is not ready to vote on an item, try to get the group to agree on the next steps (s) that need to be taken. This might be to find out more information, expand the discussion through email to the larger group, etc. Identifying the next action step will help the group move forward. This should be documented in the minutes so that it can be used to refresh the group's memory at the next meeting.
- If the group runs out of time and cannot address a topic it should be put on the next meetings agenda

How to Write Business Meeting Minutes

The minutes should include:

- Date and location of meeting
- Who attended the meeting
- Any key decision that were made
- Summary of the discussion for each agenda item

Once the business meeting minutes are completed they should be sent to Susan Ross so she can send them out to all the belts.