

## Structure and Governance

### Tool 4

# Meeting and Agenda Reporting Tool

## INSTRUCTIONS

Complete this template for meetings of Leadership Councils or working groups or committees. The reporting tool includes key information that should be on any meeting agenda including: the name of the group; the location (including the address); the meeting objectives; and agenda items including a brief description of the items (i.e. issues that need to be addressed). After the meeting, add in information related to attendees, the outcome of the discussion, next steps, next meeting date, and follow-up items. And then be sure to distribute to meeting attendees, to make sure that everyone is clear about next steps.

**Purpose of the Tool.** This tool provides a template that can be used when developing meeting agendas and reporting on the outcomes of meetings. We spend far too much time in meetings that are not productive. You want to make sure each meeting you have is designed to accomplish clear goals. This template is designed to help with the following:

- Develop an agenda that describes the objectives of the meeting and lists what is going to be discussed
- Describe the issues that need to be addressed under the individual agenda items
- Summarize the results of meetings by including the outcome of the discussion and the next steps on the form itself once a meeting has been completed
- Set a date for the next meeting and identify issues that will be addressed

For additional tips on running an effective meeting, go to the on-line Community Toolbox at: [http://ctb.ku.edu/en/tablecontents/sub\\_section\\_main\\_1153.htm](http://ctb.ku.edu/en/tablecontents/sub_section_main_1153.htm).

## Planning for an effective meeting

One of the most common pitfalls in meeting planning is to use meetings as forums for updates. The following are ways to make sure that meetings are action oriented and attendees feel that meetings are productive.

- A strong agenda is a critical first step in having an effective meeting. Meeting objectives should be summary statements about what the meeting is intended to accomplish, they should not be a verbatim repeating of agenda items. Sample meeting objectives can include:
  - Review community assessment findings
  - Plan for next steps for the assessment
  - Review challenges that have arisen in implementing our strategic plan
  - Develop a plan for corrective action
- It is helpful to prepare the group ahead of time by providing the agenda, written updates or materials that can help them better provide inputs and suggestions.
- While meetings can be a useful forum for providing updates, they should not be the entire focus and when updates are given it should be done with a purpose. The person providing the update should be encouraged to request things from the group such as asking for support with a task, suggestions for dealing with a challenging situation, or input on next steps.
- Meetings are opportunities to obtain commitments from members of coalitions and councils to contribute their time, talent, and contacts to the work of the Smart Beginnings initiative. You should make sure you take advantage of these opportunities by asking for support and making specific requests for contributions to the work of the initiative. It is also a time to think about whether there are others in the community who might be able to help you accomplish specific goals and to obtain suggestions for who might be of assistance and who is best positioned to contact them (the New Partner Tracking Tool is a resource that can help you with this task).
- If you are having a meeting in which you are trying to attract new participants, members of the public, or key political leaders you may want to develop a public agenda that includes some of the same elements but which is more visually appealing.

## After the meeting

You want to have a summary of what occurred at each meeting. This is important as a tool for you to keep track of what was said and what requires follow-up. Meeting minutes are also an important tool for your Program Officer in assessing the coalition's progress and helping them determine how they can best provide support to you and the coalition.

- This form can help you summarize what occurred at the meeting. In order to be most effective you want to complete it as soon as possible after the meeting.
- You can send it to attendees along with a thank you for participating and a request to suggest any changes or additional information that should be included.
- Before the next meeting, send out a reminder about the date and time as well as any follow-up items that were assigned to specific individuals, workgroups, or committees. This will set up the expectation of accountability to the entire coalition.

If you do this regularly you will find that it makes planning the next meeting much easier and contributes to active participation of group members in your Smart Beginnings efforts.

## Meeting Agenda Reporting Tool

Smart Beginnings [Insert name of county/region] [Insert name of group that is meeting]

Location:

Date and Time:

Attendees:

Meeting Objectives

Agenda Item	Issues that Need to Be Addressed	Outcome	Next Steps

Items for follow-up at next meeting:

Next meeting date:

