



Effective Meeting Preparation and Note-Taking

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ACT 217 – CONSERVATION DISTRICT LAW

■ LEGAL RESPONSIBILITY

■ SECTION 8 (2) – Organization of Directors

■ The board of directors shall provide for the execution of surety bonds for any members or employees who shall be entrusted with funds or property; shall provide for the keeping of a full and accurate record of all proceedings and of all resolutions, regulations and orders issued or adopted; shall prepare and distribute annual reports and shall provide for an annual audit of the accounts of receipts and disbursements.



BOARD MEETINGS - PREP

■ CHAIRPERSON

- Review and approve agenda items prior to meeting
 - Old business
 - New business
 - Policy

TEAMWORK



BOARD MEETINGS - PREP

- **Manager / Exec. Director**
 - Identify potential agenda items and support documentation (contracts/delegations/policy)
 - Review with staff/teams for action item needs
 - Identify & Review potential agenda items with Chair and identify expectations
 - Action
 - Discussion
 - Policy
 - Draft and coordinate agenda with Admin. Assistant/Clerk/Secretary for distribution to Board Meeting List



BOARD MEETINGS - PREP

- **STAFF**

- **Prepare reports**

- **Consider inclusion with agenda for potential questions by Board members**

TEAMWORK



AGENDA TEMPLATE

BRADFORD COUNTY CONSERVATION DISTRICT

The mission of the Bradford County Conservation District is to provide leadership, technical, financial, and education resources to the people, municipalities, industries, and organizations of Bradford County to develop sound natural resource management through the implementation of soil, water, and air conservation best management practices.

- ✓ Accepted District template ?
- ✓ When & Where
- ✓ Business Items identified
 - ✓ Action / Discussion
- ✓ Time Considerations
- ✓ Old Business
- ✓ New Business
- ✓ Public Input

January 2009 Meeting

WHEN: Monday, January 5, 2009, at 12:30 PM

WHERE: Stoll Natural Resource Center, Wysox, PA

AGENDA:

12:30 - 12:35	Call to Order, Pledge of Allegiance Introduction of Guests & Action on Minutes
12:35 - 12:55	Reports from Cooperating Agencies and Guests Old Business
12:55 - 1:05	Right-To-Know Policy (A)
1:05 - 1:15	CBP Special Projects Contract Approvals (A) Other
1:15 - 1:20	Committee Reports New Business
1:20 - 1:30	Election of Officers (A)
1:30 - 1:40	Committee Appointments (A)
1:40 - 1:50	Stream Training Institute (D)
1:50 - 1:55	2009 Seedling Sale (D) Other
	Reports
1:55 - 2:05	Program Updates
2:05 - 2:10	Staff Reports (written)
2:10 - 2:15	Dirt & Gravel Roads Assessment
2:15 - 2:20	Requests for Assistance
2:20 - 2:25	Nutrient Management Plans
2:25 - 2:30	Commission Report - Field Representative
2:30 - 2:35	Treasurer's Report & Payment of Bills
2:35 - 2:40	Correspondence
2:40 - 2:45	Adjournment
	Next Meeting: February 2, 2009, at 12:30 PM Stoll Natural Resource Center

A) Action D) Discussion



AGENDA BRIEFS – WHAT IS EXPECTED

AGENDA BRIEFS

RIGHT TO KNOW POLICY – consider adopting policy consistent with State Law (see attached).

CBP SPECIAL PROJECTS – consider approval of additional nutrient planning contracts to allocate remaining dollars.

ELECTION OF OFFICERS – consider position of Chair, Vice-Chair, and Secretary/Treasurer for Board.

COMMITTEE APPOINTMENTS – appointment of committees by Chair. Copy of current members attached. Consider Associate Director appointments with John George and Roger Madigan as new considerations.

STREAM TRAINING INSTITUTE – consider formalization of menu of training currently being given by District staff. Consider application to EPA 5 star grant program.

RECORD OF THE BOARD MEETING - MINUTES



- **Meeting minutes should include:**
 - Date of the meeting
 - Time the meeting was called to order
 - Names of the meeting participants and absentees
 - Corrections and amendments to previous meeting minutes
 - Additions to the current agenda
 - Whether a quorum is present
 - Motions taken or rejected
 - Voting-that there was a motion and second, and the outcome of the vote
 - Actions taken or agreed to be taken
 - Next steps
 - Items to be held over
 - New business
 - Open discussion or public participation
 - Next meeting date and time
 - Time of adjournment



MINUTES OF BOARD MEETING

- Official & Legal Record of Public Body (CD)
- Official Record of Decisions (Motions), Actions and Policy of the Board/CD
- Short concise statement of each action along with rationale for decision.
- Avoid personal observations
- Can be reviewed by others for accuracy
- Must be approved at next Board meeting to be official
- Better to attach handouts if important to decision / action



MINUTES OF BOARD MEETING

- Use a template
- Check off attendees as they arrive
- Do introductions or circulate an attendance list
- Record motions, actions, and decisions as they occur
- Ask for clarification as necessary
- Write clear, brief notes-not full sentences or verbatim wording
- Maintain the same verb tense
- Distribute them to Board at least a week before next meeting – after Chair / Manager reviews



Board Meeting Motions/Actions

- *A well – written motion is specific, unique, and concise*
- Be specific, unique and concise
 - Why?
- Address potential objections/Anticipate questions
- Rely on your board chair and board members for assistance



Board Meeting Motions/Actions

Motion Writing Exercise

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Board Meeting Motions/Actions

Is this a good example of a well-written motion:

“I move to replace the wood shingles on three of the buildings with asphalt shingles.”

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Board Meeting Motions/Actions

Example of a better-written board meeting motion:

“I move to replace the wood shingles on buildings 1, 2, and 3 with asphalt shingles in May, 20xx. The ordinance has been changed to allow for asphalt shingles. The second phase of replacing the roofs will occur in July, 20xx (as funds become available?) for the remaining buildings 4, 5, and 6, so that they will all match by the end of the summer. The roof replacements for both phases will be funded from the association budget at a cost of \$10,000 per roof.”



WHAT BOARD MINUTES ARE NOT

- Not a manuscript of a meeting
- Legal risk to too much information
- Inappropriate statements could be taken out of context

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Board Meeting Motions/Actions

What is the biggest challenge to taking good meeting minutes?

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Board Meeting Motions/Actions

Meeting Skills Exercise

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Effective Meeting Preparation and Note-Taking

Questions/Feedback