

“Best-Practices Board Meetings” *EVALUATION*

Using the scale below, individually rate each participant in the meeting according to best-practices in meeting facilitation.
See below for special roles assigned to some meeting participants.

4 = Excellent 3 = Good 2 = Fair 1 = Poor 0 = None

Participants	Team Involvement	Roles and Responsibilities	Time Management	Communication	Collaboration	Next Steps	Comments:
	score	score	score	score	score	score	
Board President (meeting chair) William W.							
Board Secretary (Name) Duane G.							
Board Member Trudy S.							
Board Member Dottie B.							
Board Member John E.							
Management Co. Rep. Ralph H.							

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EpCom Committee Chair Pat. G							
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Evaluator Guide						
Team Involvement	Roles and Responsibilities	Time Management	Communication	Collaboration	Next Steps	
Excellent (4)	<p>Followed all best practices as demonstrated in the workshop:</p> <p>Arriving early to get refreshments if desired or in advance of the 7 p.m. meeting time.</p> <p>Arrived prepared to meet with any required material (agendas, board book, financial reports).</p> <p>Did not engage in non-meeting activities. (Checking cell phone)</p> <p>Stayed for the duration of the meeting.</p>	<p>Followed all best practices as demonstrated in the workshop:</p> <p>President: prepared agenda, went over agenda, actively facilitated meeting, cut off unproductive conversation. Asked targeted questions. Fostered a “safe meeting environment.”</p> <p>Management Committee Rep: prepared with all action items complete and facts ready:</p> <p>Secretary: Distributed minutes ahead of time for quick review during the meeting.</p> <p>EpCom Chair: distributed written report prior to the meeting to shorten discussion and review</p> <p>Treasurer: distributed meeting notes ahead</p>	<p>Followed all best practices as demonstrated in the workshop:</p> <p>Thumbs Up Time-Saver for quick votes.</p> <p>Members agreed ahead of time on the most urgent action items.</p> <p>Unrelated items reserved to the “parking lot” if time allowed.</p> <p>Team followed agreed-upon discussion time for each agenda item.</p> <p>Saved socializing for after the meeting</p>	<p>Followed all best practices as demonstrated in the workshop:</p> <p>Utilized the “WAIT” Principal (Why am I talking) to refrain from stepping into a discussion when an agreeable solution is already on the table.</p> <p>Did not interrupt other members while they were talking.</p> <p>Presented his or her viewpoints concisely.</p> <p>Did not start side conversations while another member was holding the floor.</p>	<p>Followed all best practices as demonstrated in the workshop:</p> <p>Expressed disagreement respectfully.</p> <p>Engaged in structured brainstorming.</p> <p>Offered suggestions for alternate approaches in a diplomatic way.</p> <p>Actively sought common ground on difficult issue.</p>	<p>Followed all best practices as demonstrated in the workshop:</p> <p>Meeting ended at least 10 minutes before to allow for wrap-up and next steps.</p> <p>Participants took time to reflect on the meeting process.</p> <p>Detailed action items are identified.</p> <p>Follow-up tasks are assigned and timeline agreed upon.</p> <p>Investigation whether action items not voted upon can be followed up by e-mail.</p>

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		of time.				
Good (3)	Followed most, but not all of best practices.	Followed most, but not all of best practices.	Followed most, but not all of best practices.	Followed most, but not all of best practices.	Followed most, but not all of best practices.	Followed most, but not all of best practices.
Fair (2)	Followed some best practices.	Followed some best practices.	Followed some best practices.	Followed some best practices.	Followed some best practices.	Followed some best practices.
Poor (1)	Followed few best practices.	Followed few best practices	Followed few best practices	Followed few best practices	Followed few best practices	Followed few best practices
None (0)	Did not follow best practices or engaged in counter-productive behavior.	Did not follow best practices or engaged in counter-productive behavior.	Did not follow best practices or engaged in counter-productive behavior.	Did not follow best practices or engaged in counter-productive behavior.	Did not follow best practices or engaged in counter-productive behavior.	Did not follow best practices or engaged in counter-productive behavior.