



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

SEPTEMBER 2017

EFFECTIVE MEETINGS

EFFECTIVE MINUTES

It is crucial to the success of a meeting that it be conducted in a manner that makes it as effective as possible. Effective minutes are a must to have an accurate record of what is covered during the meeting. Conducting an effective meeting is crucial to having effective minutes.

Effective Meetings

- Before each meeting agendas, the last month's minutes, employee timesheets and treasurer's reports should be mailed to the supervisors.
- The staff should have sufficient copies and have them ready prior to the meeting.
- Supervisors should notify staff if they are unable to make the regular scheduled meeting. In the case of not having a quorum the meeting can be canceled and rescheduled at a later date.
- The staff should have a copy of the budget on hand if needed.
- Supervisors should bring agenda packet to meeting that had been mailed to them. This will save of having to make extra copies.
- Supervisors should also have any notes prepared prior to meeting.
- The staff should be prepared to provide all requested information to the supervisors, along with any insight the supervisors may request.
- The meeting should be set following the Roberts Rules of Order. These were established to insure order during the meeting.
- It is the chair's responsibility to make sure that the meeting is run accordingly.
- The chair is to call the meeting to order. He is to assure that the agenda is followed as closely as possible. Straying from the agenda will prolong the meeting and distract the board from its goals.
- Supervisors should:
 - State all opinions clearly
 - Clearly state a yea or nay vote
 - Should be willing to listen to all discussion of a topic
- In the case of a special guests allow them to address the board at the beginning of the meeting.

Effective Meetings, continued

- All important information should be held to the middle of the meeting in the case of latecomers to the meeting.
- Any items that are added to the agenda should be addressed at the end of the meeting.
- The meeting should not exceed two hours.
- If there is need for executive session the room must be emptied except for participating board members, necessary personnel, and needed advisors.
- All actions must comply with the Open Meetings Law, and no motions can be made during executive session.
- Any action items should be addressed as soon as possible.

Effective Minutes

- Minutes are the written record of what was done at the meeting, not what was said at the meeting.
- It's important to have a standard established for taking minutes.
- Proper recording of the minutes can be an easy task if you start with a good agenda, outlining all the business that is to take place.
- Minutes should include
 - What is the name of the organization?
 - When and where is the meeting taking place?
 - When was the meeting called to order?
 - Who is the presiding officer and who is recording these minutes?
 - How many members are present? Documenting this will also serve to verify that a quorum exists and the organization can therefore conduct business during this meeting
 - Points of order or appeals
 - The follow-up status on action items from the previous meeting
 - Any new action items assigned at the meeting
- When recording main motions, the following should be included:
 - Who is making the motion?
 - What are the contents of the motion? The recorder should not be afraid to respectfully ask that the motion be repeated in order to get it accurately recorded.
 - Was the motion seconded?
 - Was the motion discussed?
 - Was the motion amended and what was the exact amended motion?
 - What was the vote count on the motion?
 - Note whether the motion passed, failed or was tabled
- Last of all, don't forget to note the time of adjournment.