

**Governance**  
By-Laws Leadership Evaluations  
Decisions  
Roles Strategic Planning  
Conflict of interest



## Meeting Management and Facilitation

Tools + Tips for Productive Meetings



# Meeting Management



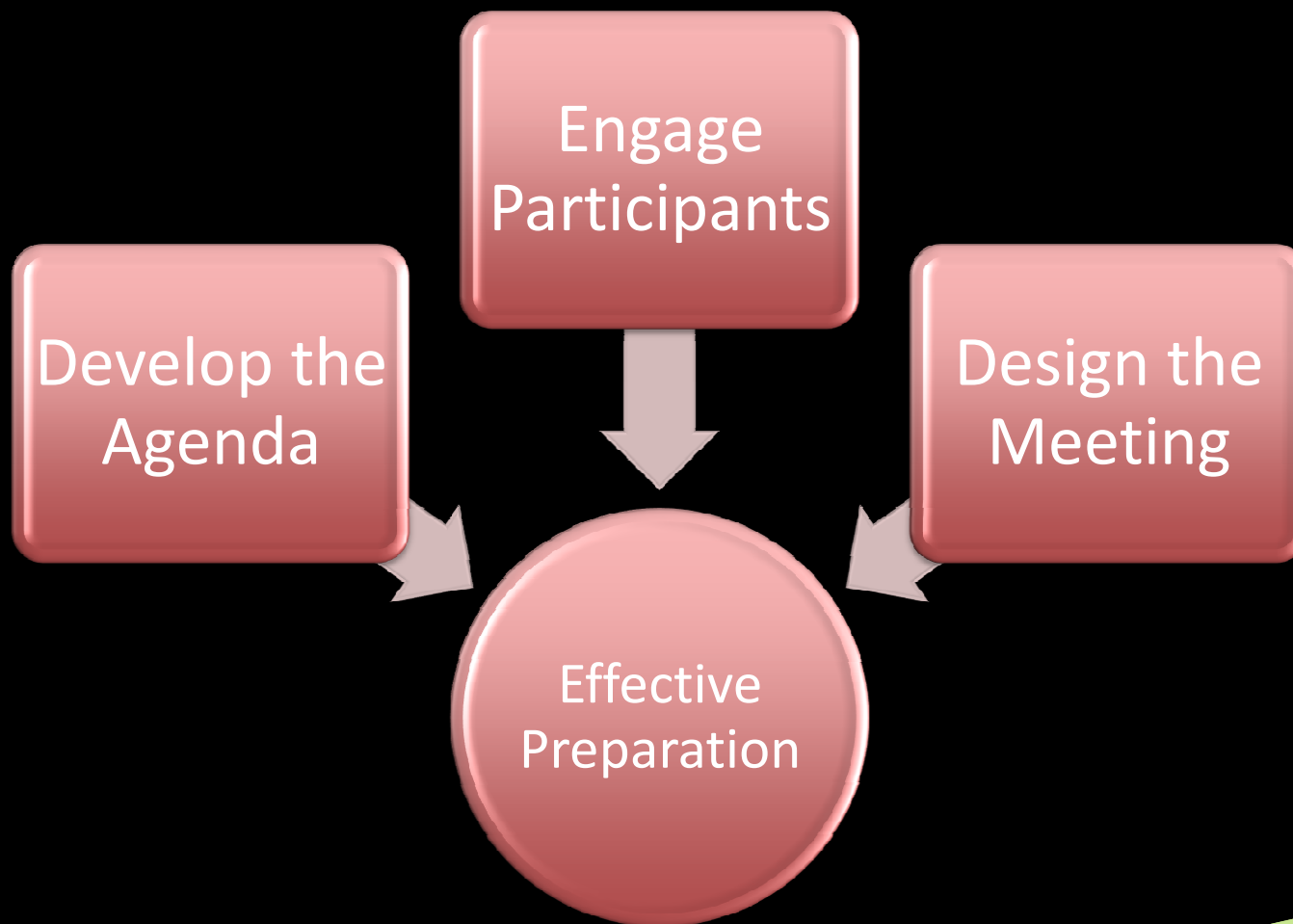


# Meeting Preparation



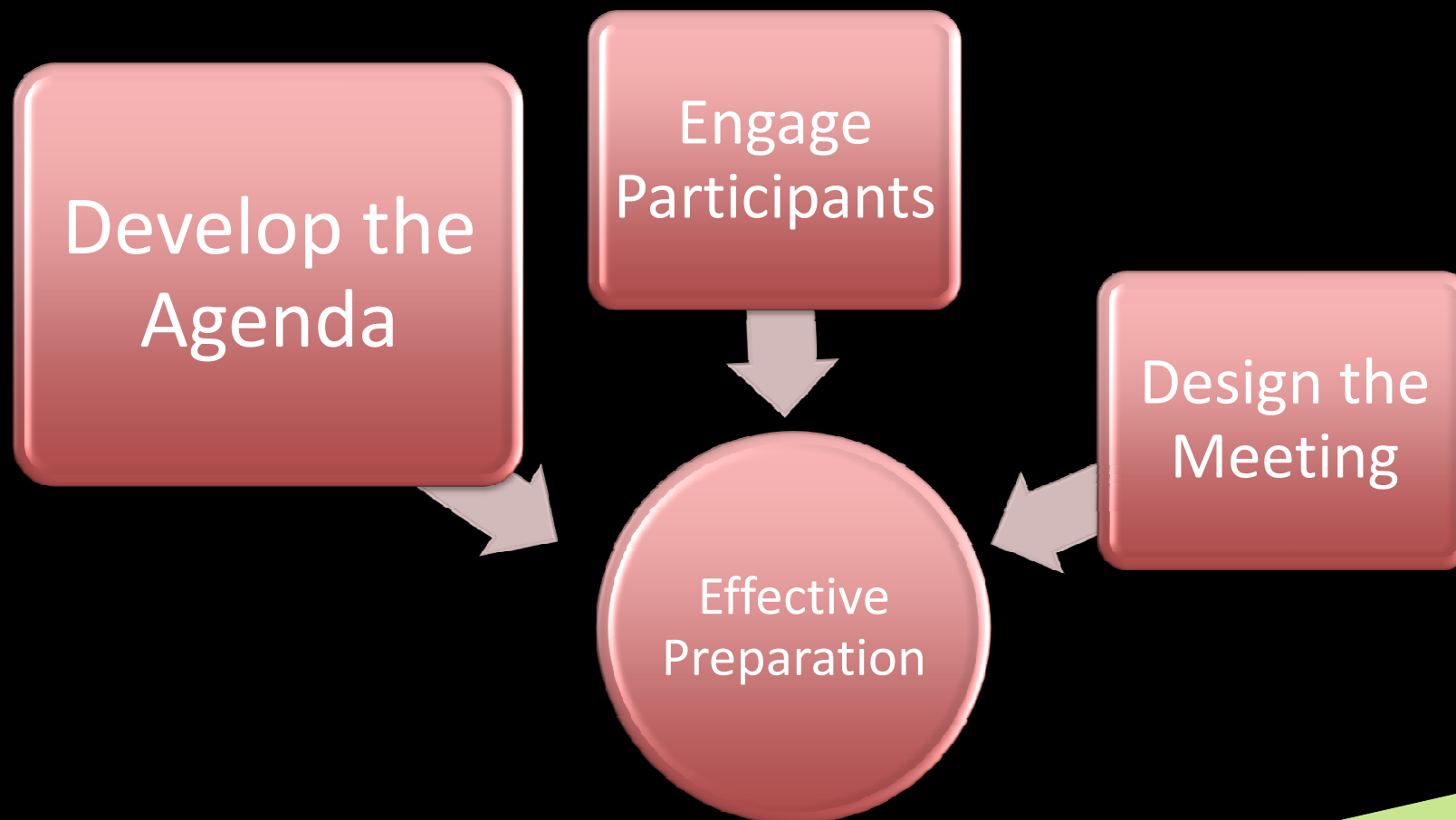


# Meeting Preparation





# Develop the Agenda





## Define the Objectives

- List objectives on the agenda
- Do participants have the information/authority to make a decision?
- Start objectives with a verb:
  - **Discuss** the implications of the evaluation
  - **Identify** steps to move forward
  - **Finalize** the budget



## Develop the Agenda

- Meeting logistics (venue, timing, call in #, etc.)
- Objectives, Participants, Background Reading
- Define timeframes
- List speaker names
- Provide details for agenda items
- Identify “required outcomes”

## Meeting Objectives

- → Discuss the Minister's attendance and media requirements
- → Review the detailed agenda and address all outstanding questions
- → Provide updates on DVD and other logistics items

## Meeting Participants

Janet Beverley, Anne Merklinger, Jan Meyer, Phil Schlote, Nora Sheffe →

## Background Documents

- Notes from October 3rd Meeting → → - Draft Design (version 2)
- Phil's 1 pager on Systemic Impediments

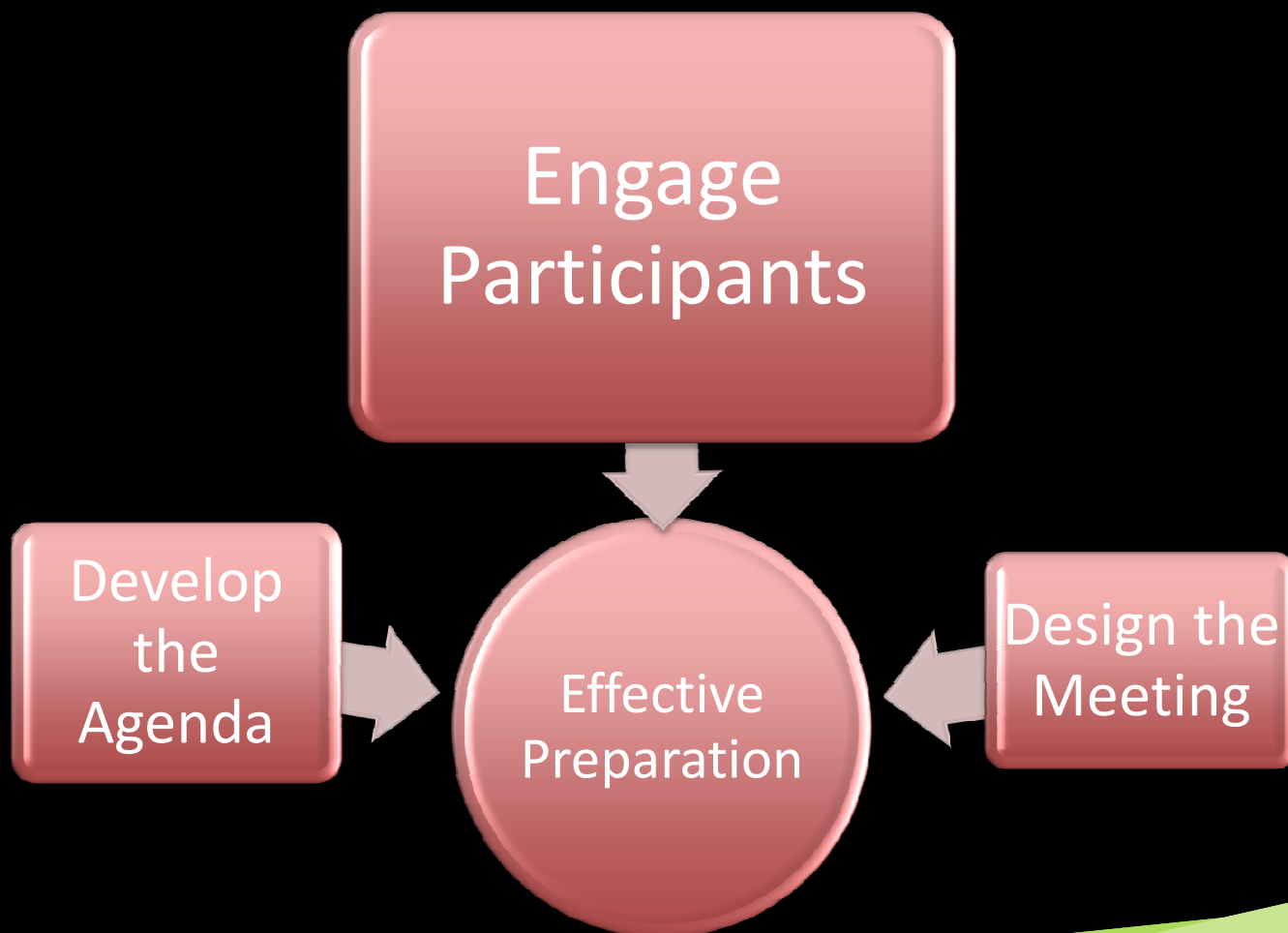
## Agenda

9:00am	<b>Welcome and agenda highlights</b>	Nora
9:05	<b>Minister's Attendance</b> <ul style="list-style-type: none"><li>- → Timing, introductions and protocol</li><li>- → Media strategy</li><li>- → Back drop in the foyer</li></ul> <b>Required Outcome</b> - Finalize details for Minister's participation	Janet
9:15	<b>Small Group Discussion on Systemic Impediments</b> <ul style="list-style-type: none"><li>- → Plan to assign + brief small group facilitators</li><li>- → Review the overview (Phil's 1 pager)</li><li>- → Refine discussion question, "<b>Discuss strategies to overcome existing barriers that could be consider by various team sports</b>" (page 20 design)</li><li>- → Recommendation for tracking the discussion + synthesizing information and</li></ul>	Nora





# Engage Participants



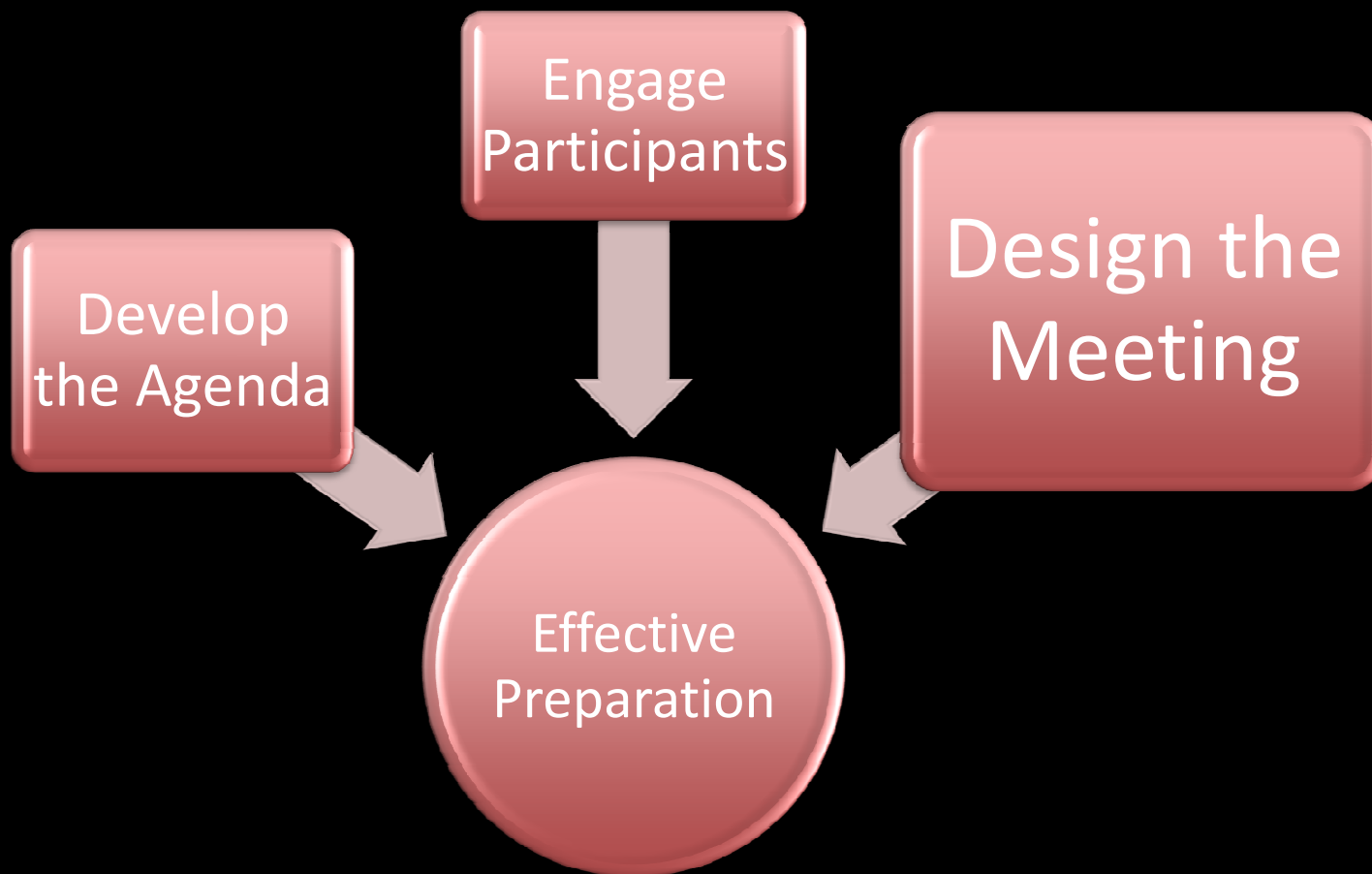


## Engage Participants

- What pre-meeting information is needed?
- Pre-meeting reflection questions?
- Pre-meeting interviews?
- Will participants present updates?



# Design the Meeting





# Design the Meeting

- List audio visual, room set-up, supplies, etc.
- Specifics for each agenda item
  - Exact Timing
  - Process for discussion
  - Outcome required
  - Method for tracking input



# Questions



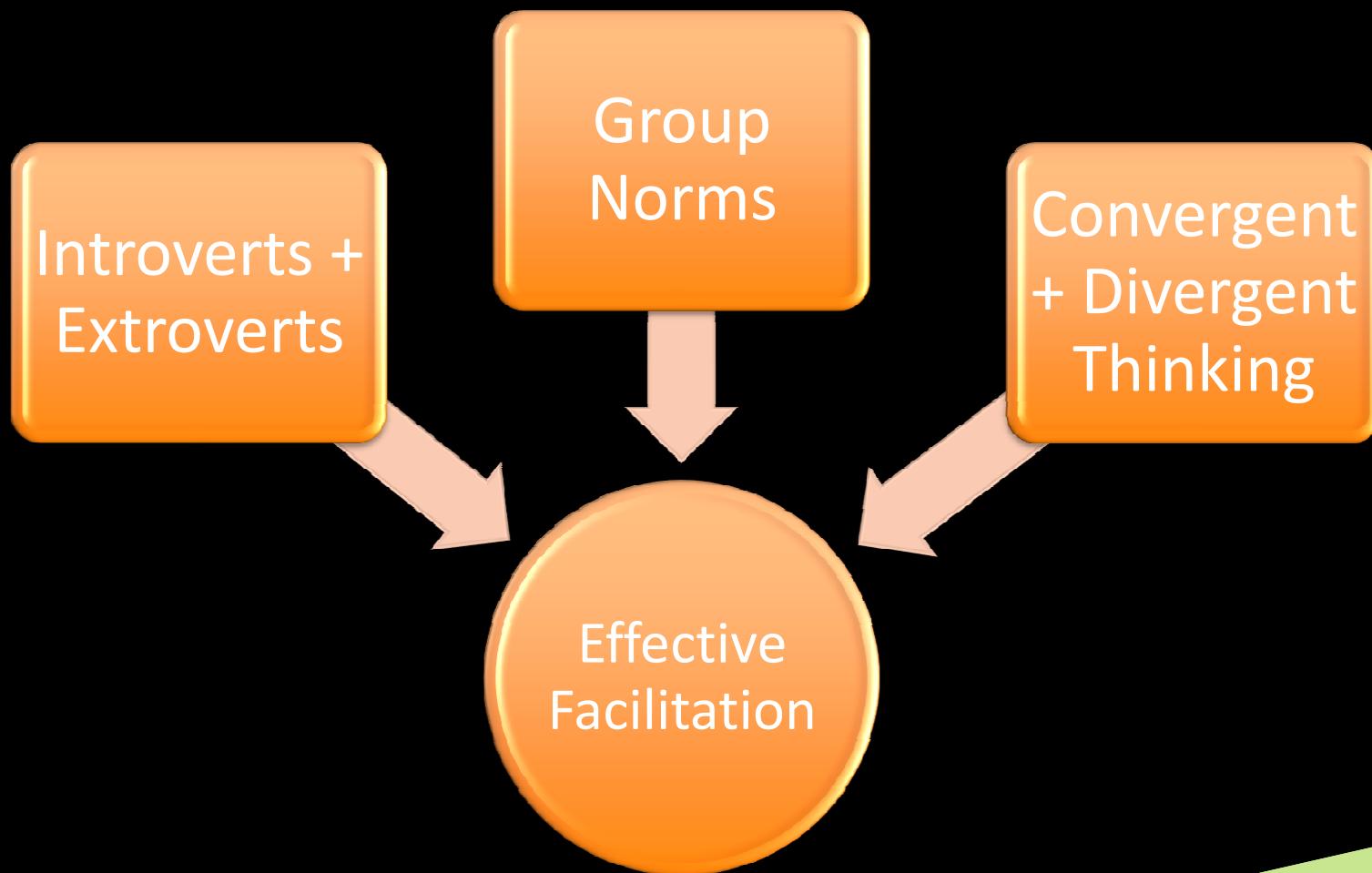


# Facilitation Tips



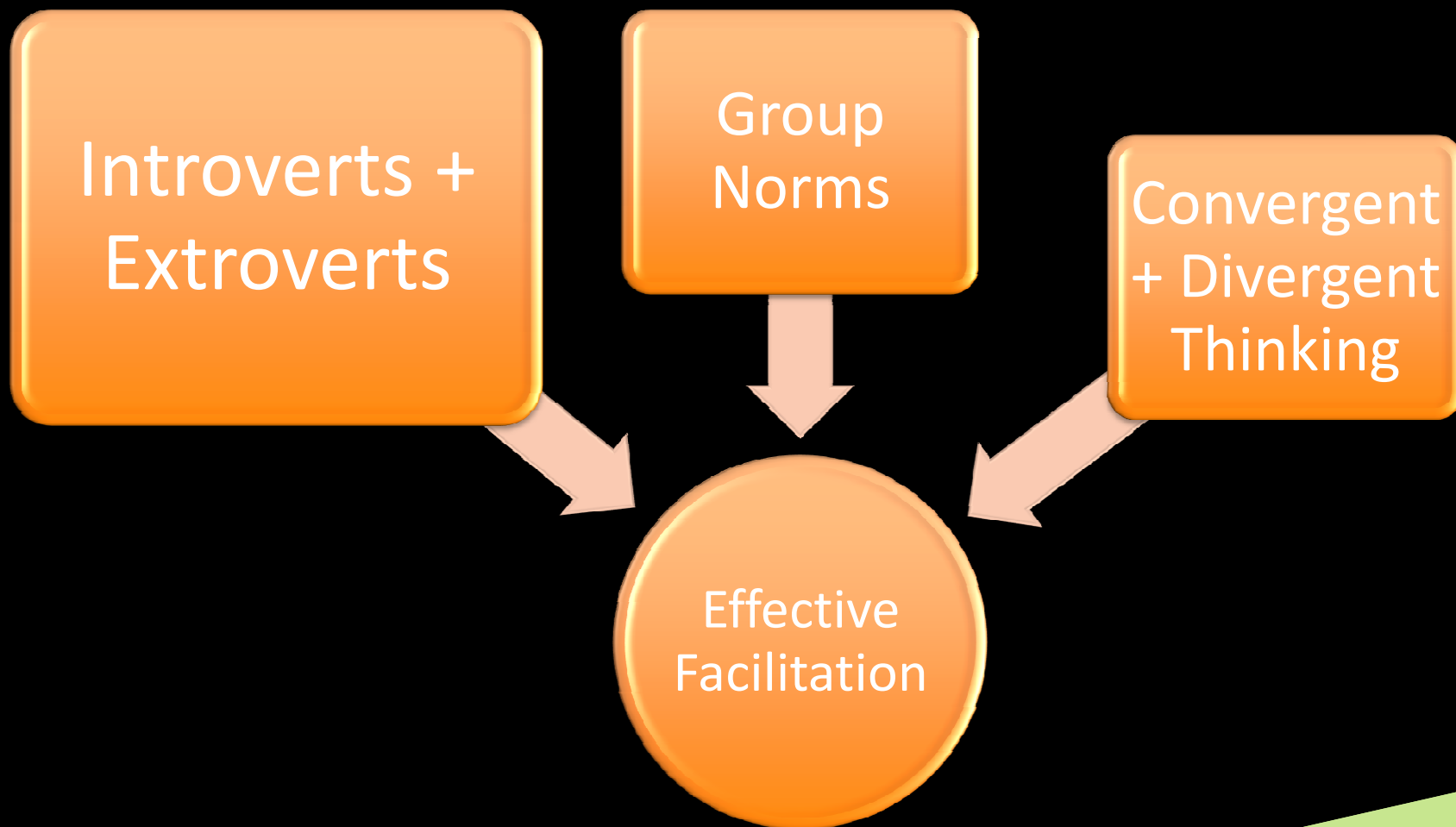


# Facilitation Tips





# Introverts + Extroverts







# Introverts + Extroverts

## Introverts

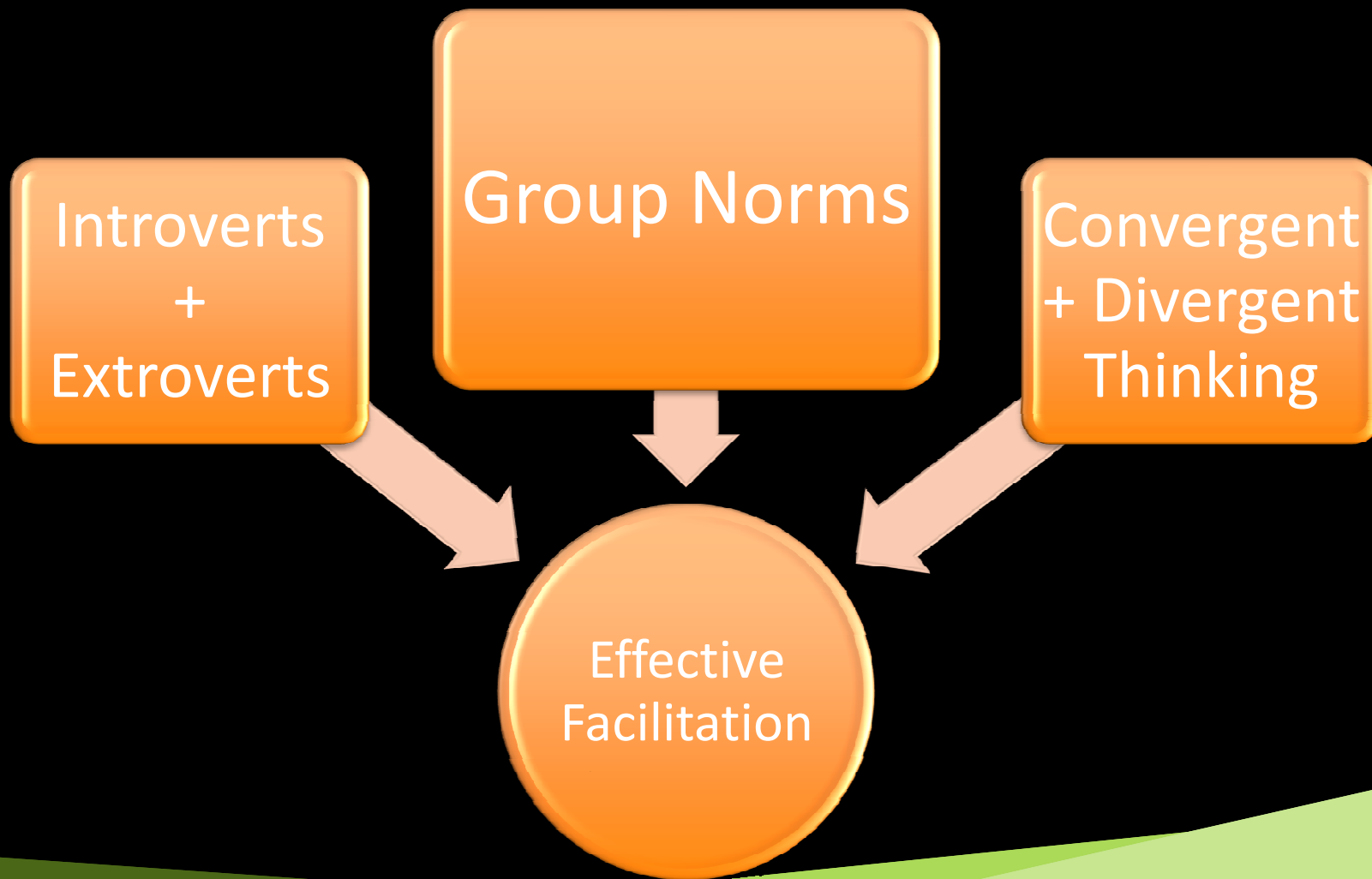
- Pre reading - structure
- Small Group Discussions
- Self Reflection time
- Advanced Seating
- Scribes/Facilitators
- Unstructured down time

## Extroverts

- Opportunities to present
- Hands on activities
- Brainstorming, rapid tasks
- Ask questions and check in
- Change up seating plans
- Colours, manipulatables



# Group Norms



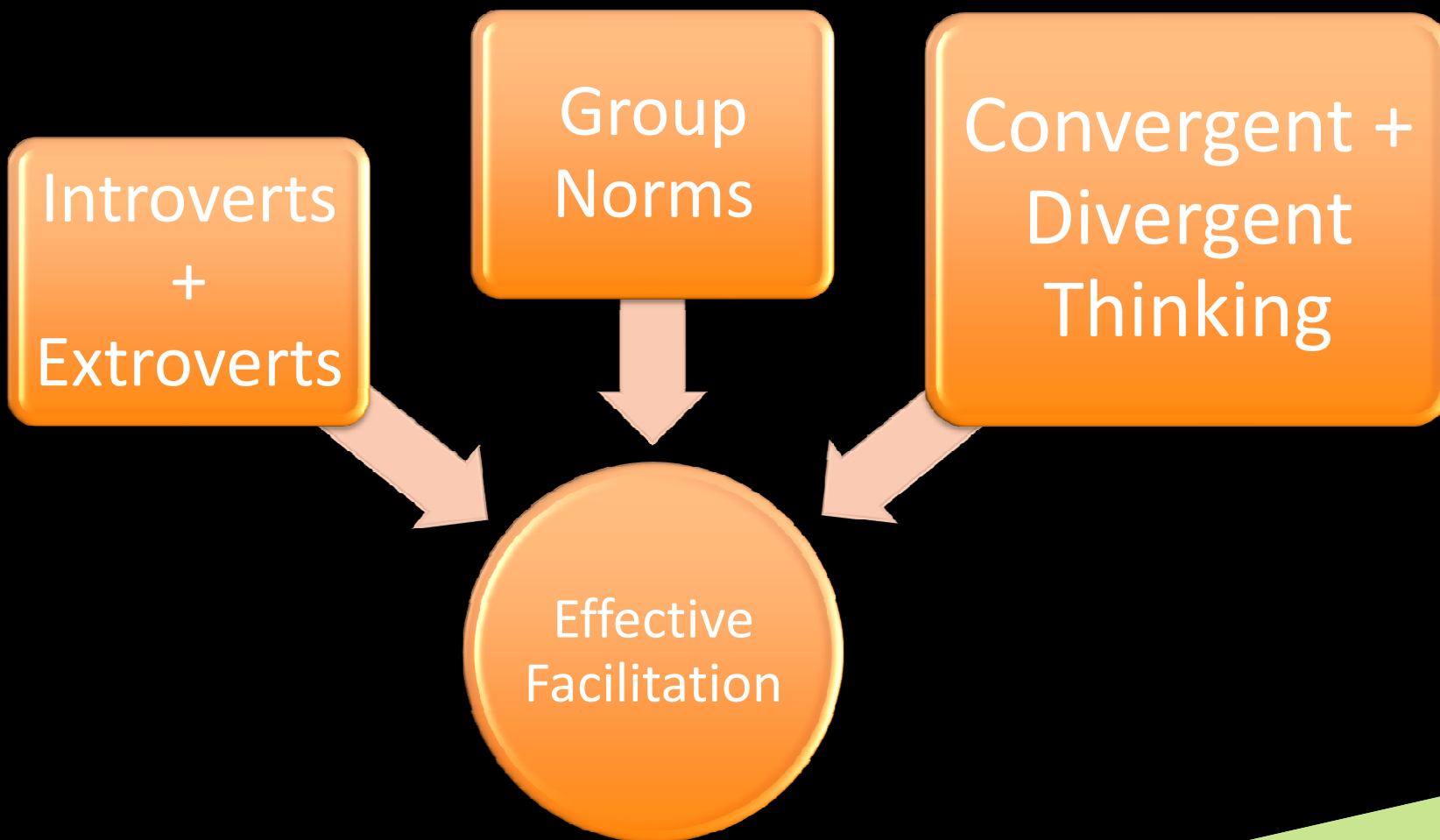


## Group Norms

- Technical Etiquette
- Be mindful of time
- Share the floor

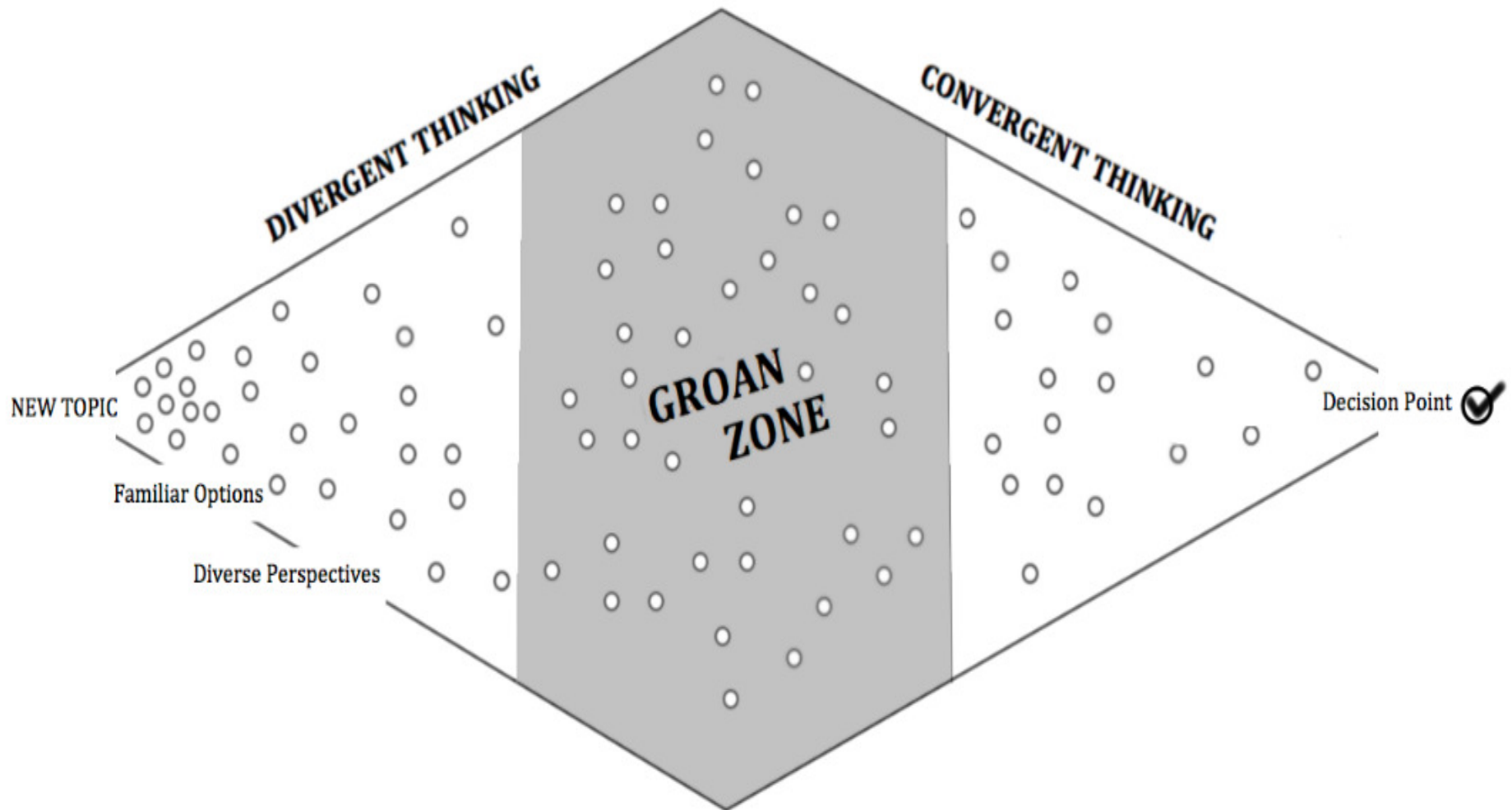


# Convergent + Divergent Thinking





# Dynamics of Group Decision Making





# Questions



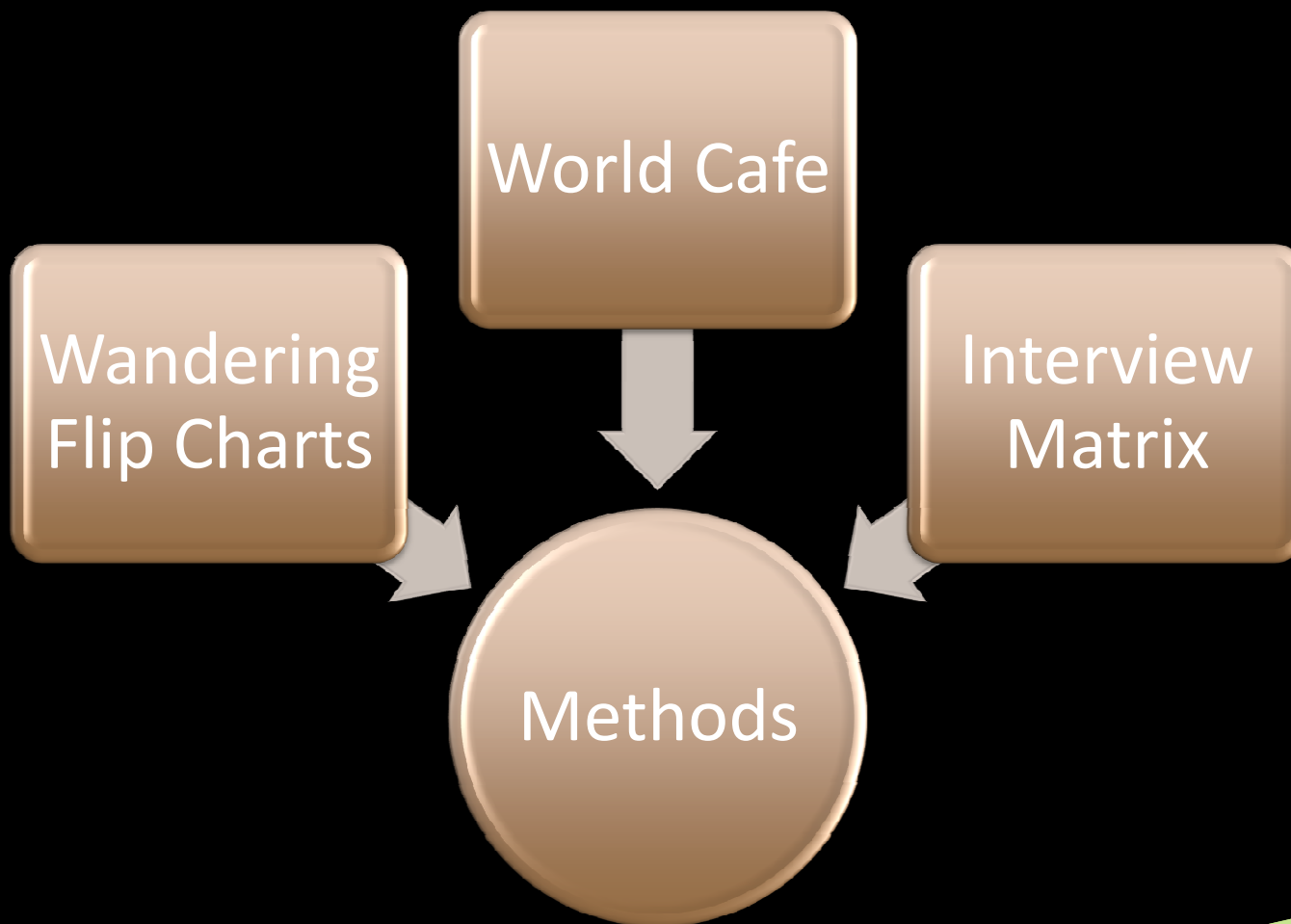


# Process Tools + Methods





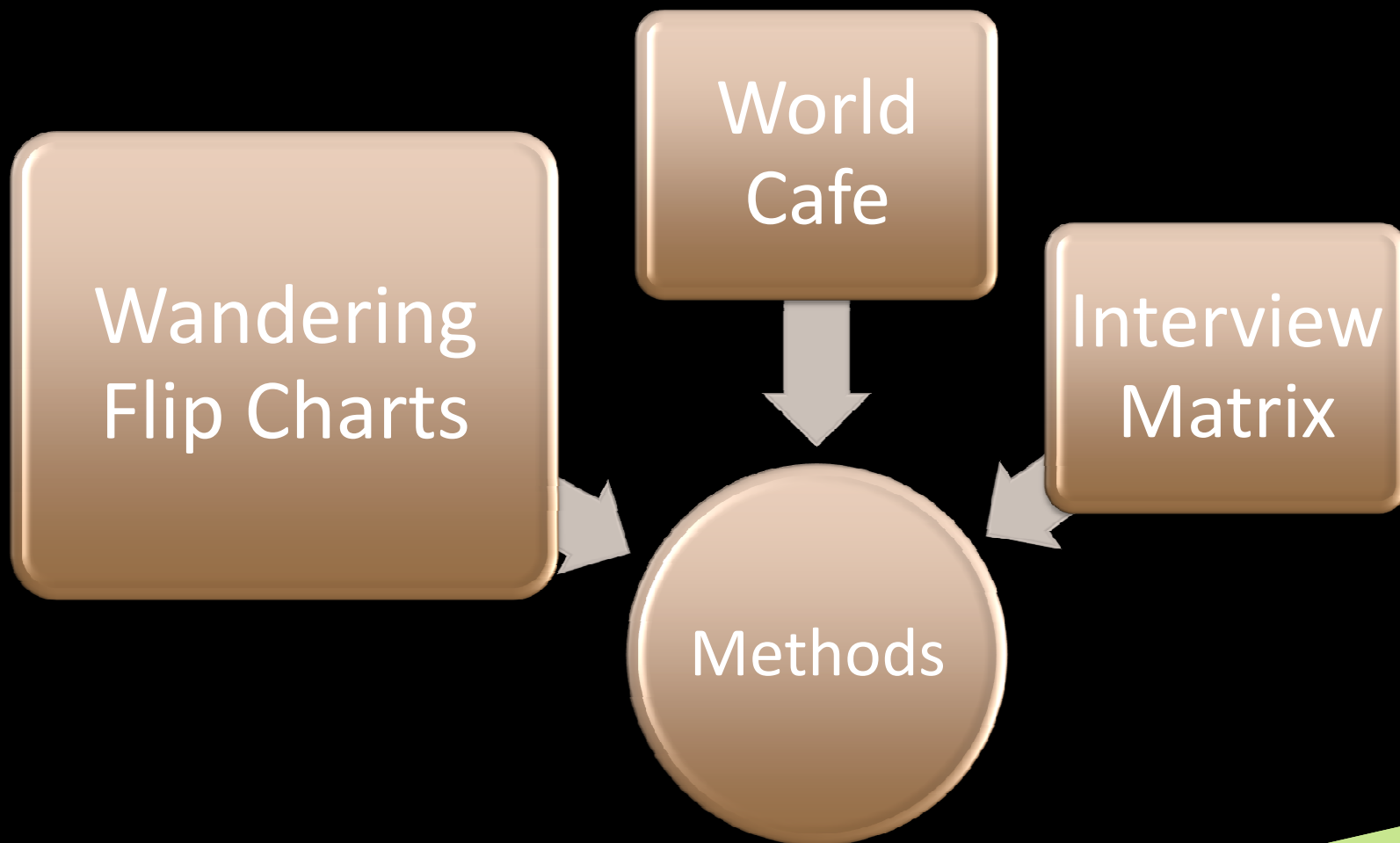
# Process Tools + Methods







# Wandering Flip Charts





# Wandering Flip Charts - Example

## Vision

- What do you like?
- Suggestions to improve

## Philosophy

- What do you like?
- Suggestions to improve

## Principles

- What do you like?
- Suggestions to improve

## Model

- What do you like?
- Suggestions to improve



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Questions

\* How is narrative

\* Is narrative always  
in digital activities?

\* How can narrative forms of  
digital support info access

More questions!

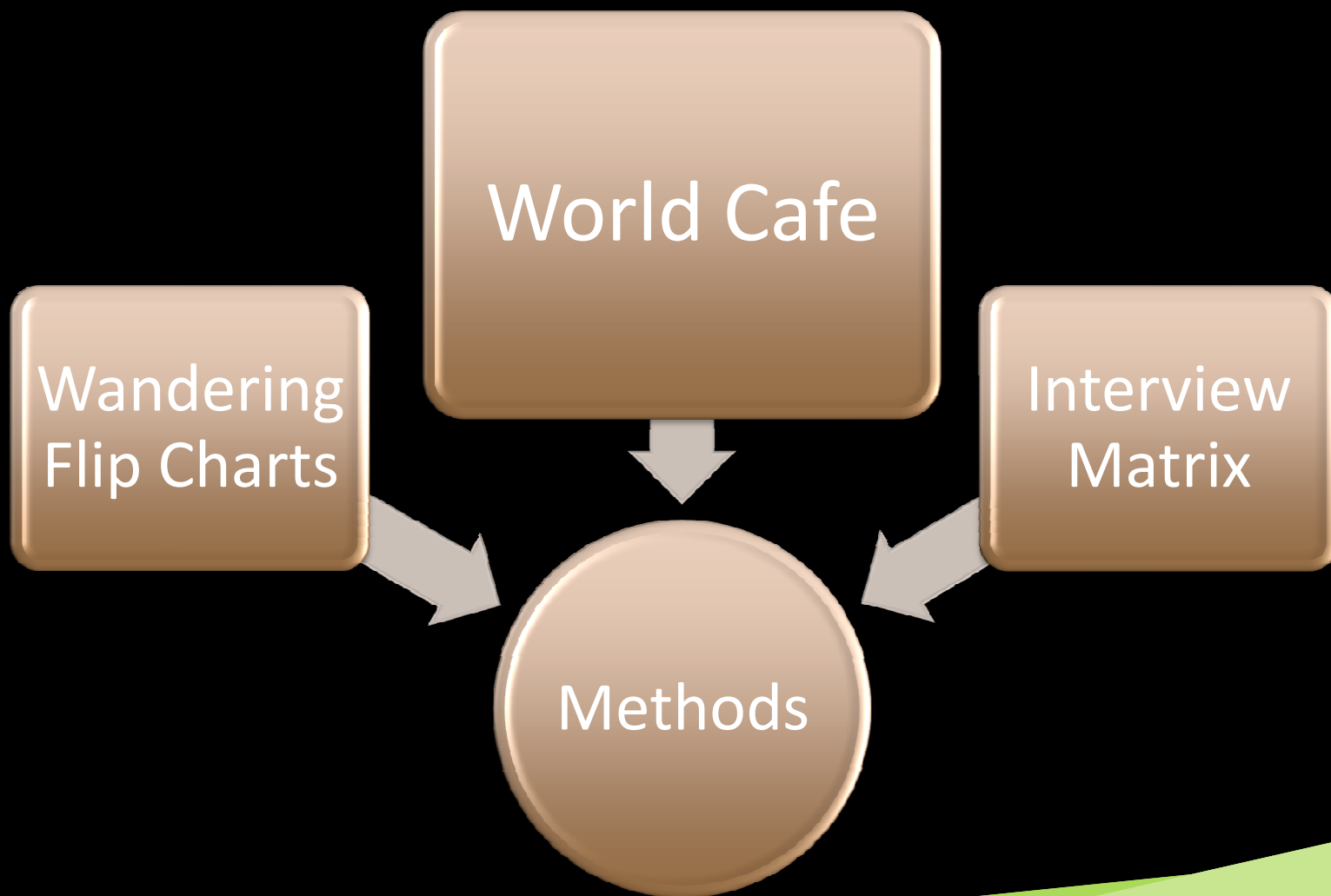
\* What are the goals?

\* What are the

\* What are the



# World Cafe



# World Café Guidelines

**HAVE FUN!!**

Facilitate yourself & others

PLAY, DRAW, DOODLE

Listen together for patterns, insights, & deeper connections

CONTRIBUTE YOUR THINKING

LISTEN TO UNDERSTAND

LINK and connect IDEAS

**FOCUS**  
on what matters

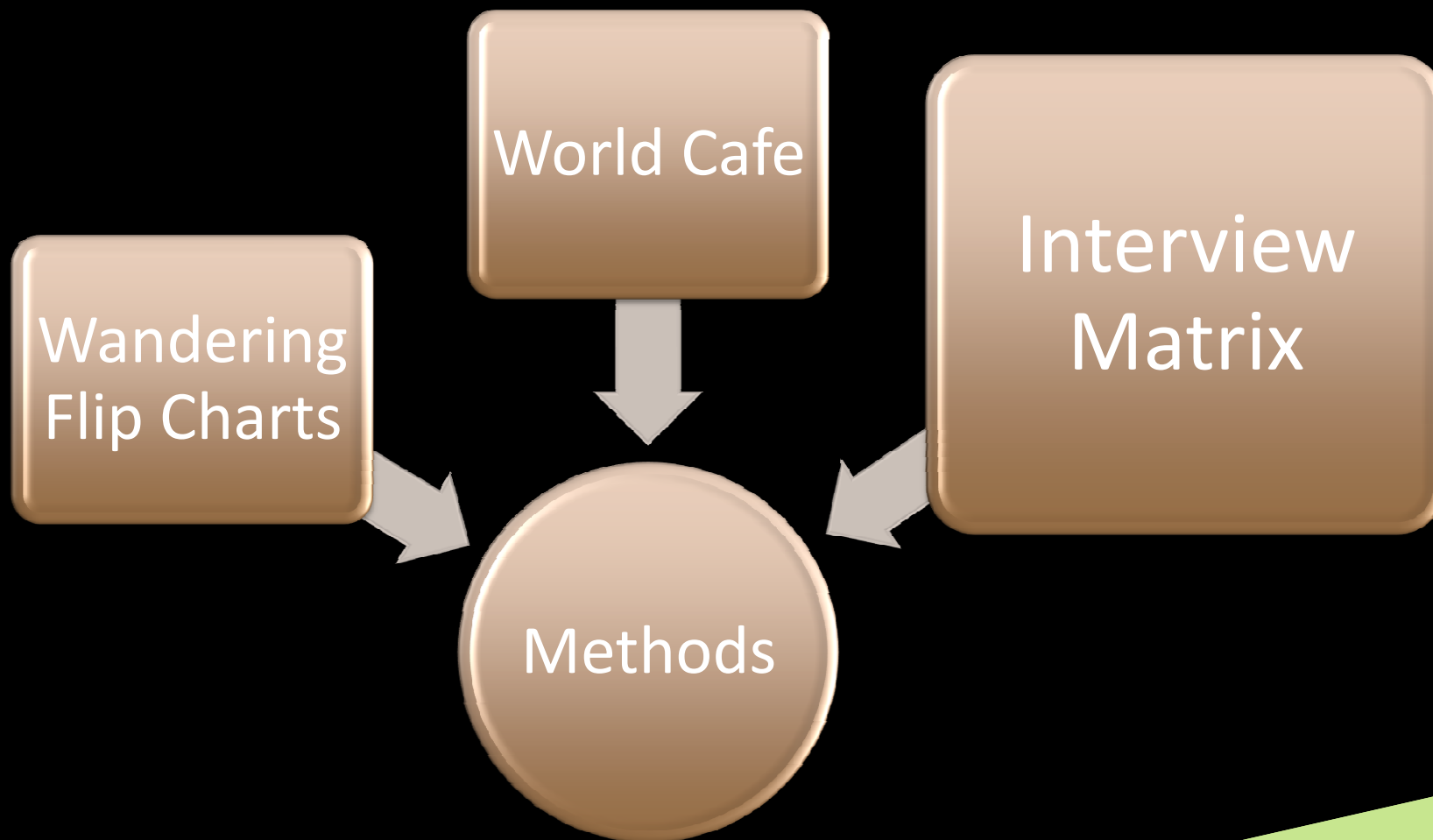
Speak with your **MIND... and HEART**

**SLOW DOWN...**  
so you have TIME to think & reflect





# Interview Matrix





# Interview Matrix – Sample Format

Round  
1

1 + 2

3 + 4

Round  
2

1 + 3

2 + 4

Round  
3

1 + 4

2 + 3



# Questions







# Conference Calls



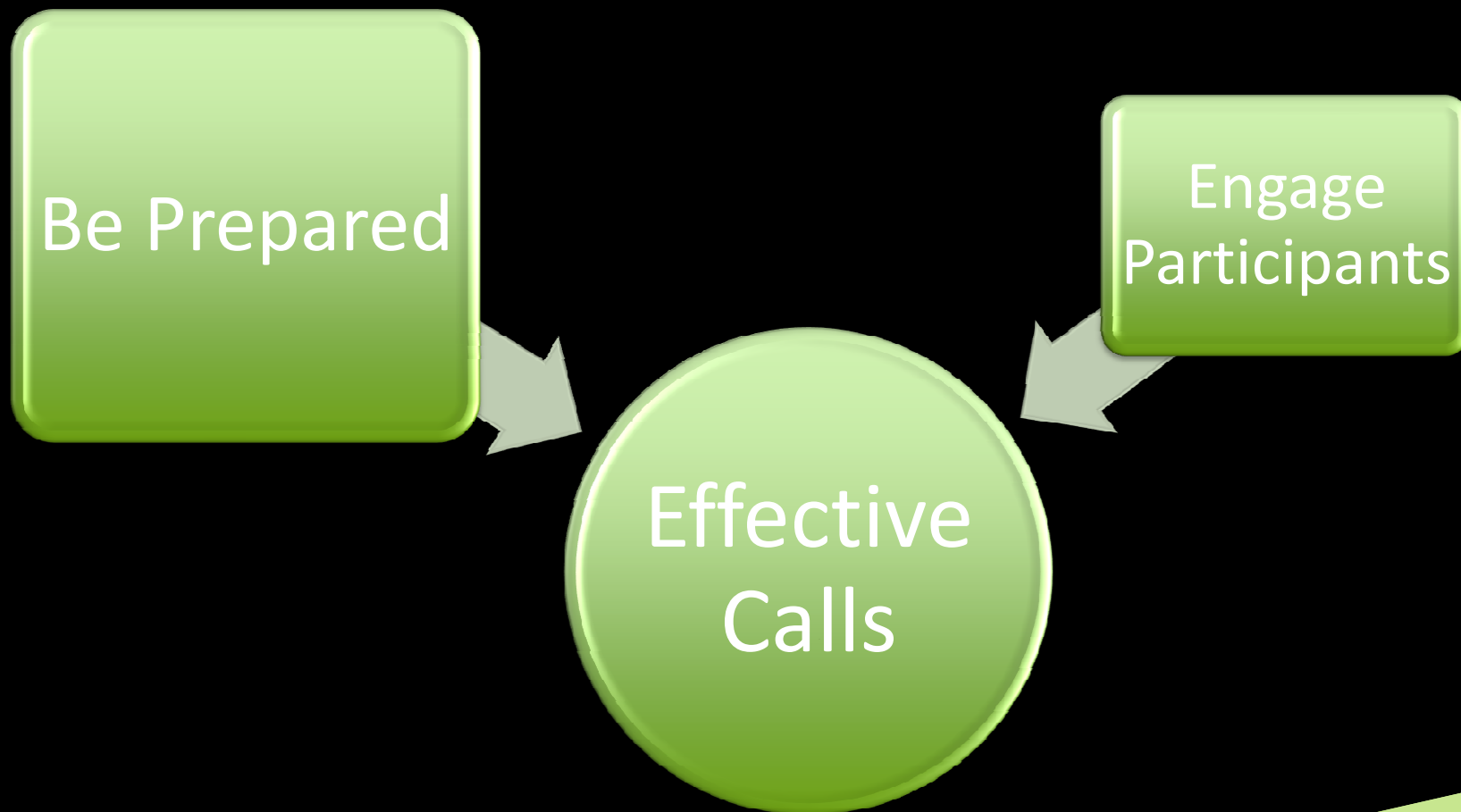


# Effective Conference Calls





# Be Prepared



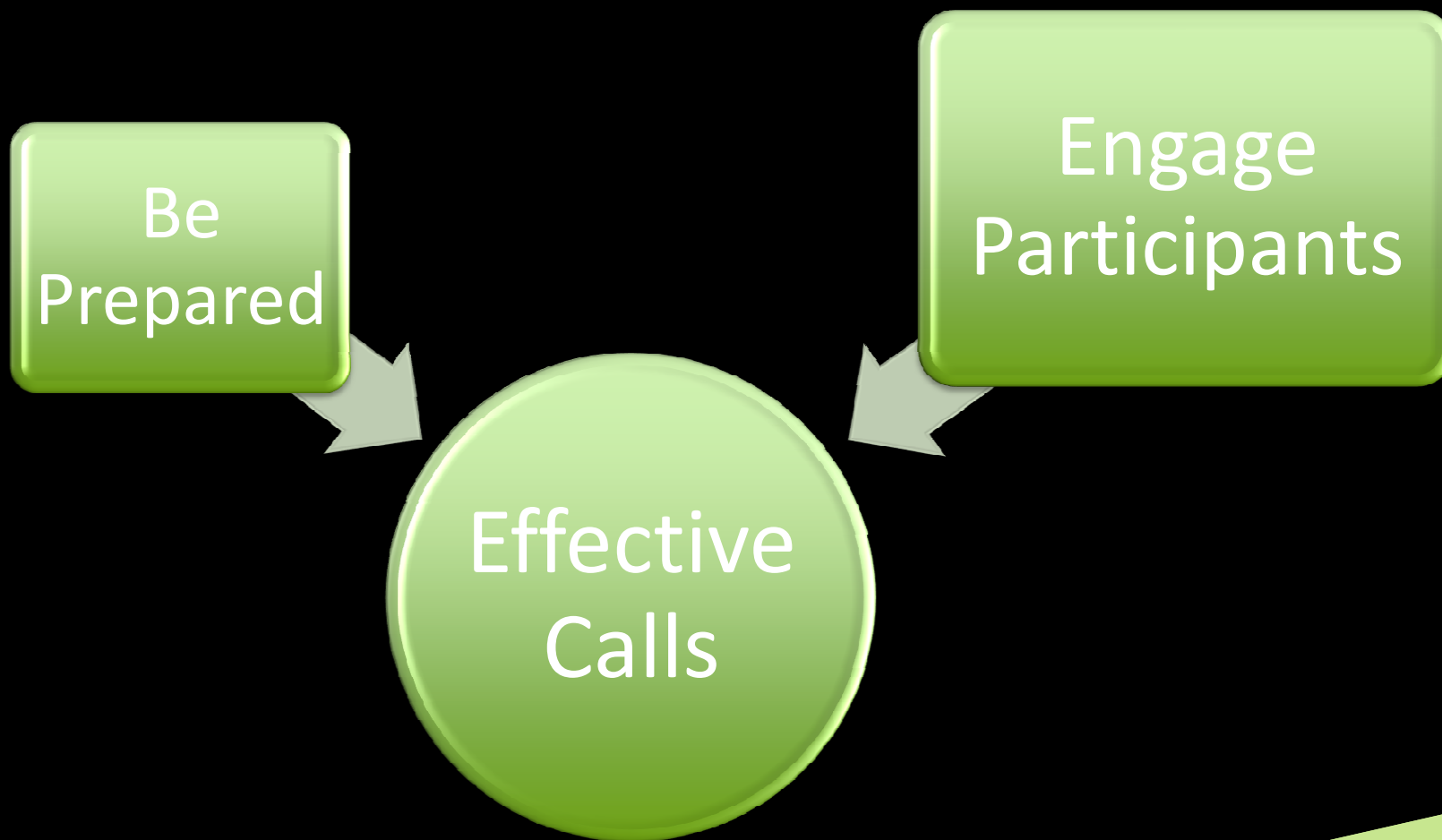


## Be Prepared

- Use technology available
- Test the equipment
- Dial in early
- Publish time zone information
- Be animated
- Add “ground rules” as required
- Be succinct



# Engage Participants





## Engage Participants

- Start with a role call
- Announce that you'll track input
- Check in with all participants regularly
- Use people's names



# Questions





**Thank you  
Nora Sheffe**

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# Next webinars

**May 29<sup>th</sup> (English)**

**June 5<sup>th</sup> (French)**

**Canada Not-for-profit Corporations Act**

Rachel Corbett, Sport Law & Strategy Group

**June 27<sup>th</sup>**

**Board Evaluation**

Judy Sutcliffe, The Sutcliffe Group Incorporated