



Running Effective Meetings

**Complete Communities University
E.B. Cape Center – Learning Development Center
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Community Engagement Developer**

BakerRipley
Community Developers

EARN.
LEARN.
BELONG.™



BakerRipley
Community Developers

Our Locations



6 Community Centers



11 Career Offices



17 Senior Centers



34 School Sites



BakerRipley
Community Developers

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FOUR PHASES OF MEETINGS

- **PHASE 1: PLANNING**
- **PHASE 2: SETUP**
- **PHASE 3: RUNNING THE MEETING**
- **PHASE 4: FOLLOW-UP**

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PHASE 1: PLANNING THE MEETING

- **DECIDE GOAL OF MEETING / ACTION STEPS**
- **PREPARE – DO HOMEWORK**
- **DECIDE WHO NEEDS TO ATTEND**
- **PLAN WITH KEY PARTICIPANTS**
- **DRAFT AGENDAS**

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PHASE 2: SETUP

- **START & END ON TIME**
- **SIGN-IN SHEET (PH. # & EMAIL)**
- **SATISFACTORY PACE**
- **ALLOW FOR SOCIAL/GATHERING TIME**
- **SET REGULAR MEETING SCHEDULE**

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PHASE 3: RUNNING THE MEETING

- INTRODUCTION, AGENDA & RULES
- KEEP DISCUSSION ON TRACK / WATCH TIME
- ENCOURAGE PARTICIPATION
- SUMMARIZE POINTS RAISED
- USE POWER OF POSITION WISELY
- ROTATE FACILITATORS TO DEVELOP NEW LEADERS

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PHASE 4: FOLLOW-UP

- **GATHER FEEDBACK**
- **SEND MINUTES/NOTES**
- **FOLLOW UP ON ACTION STEPS**



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Q&A

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