

# Planning & Facilitating Effective Meetings

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Staying on Track and in Control



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This training series is made possible through an Indian General Assistance Program (IGAP) grant from the U.S. EPA.

ANTHC's 2014 training schedule was developed based on unmet training needs expressed to us by tribal programs during statewide gatherings, training sessions and during one-on-one discussions.

We are not EPA employees. Specific questions relating to your individual IGAP grant may need to be referred to your EPA Project Officer.

The following presentation was compiled by ANTHC staff based on our many years of experience working with tribal organizations and programs at the local tribal level and with ANTHC.

Information provided during this training were compiled from publically available resources developed by ANTHC and others.

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# Purpose of Meetings

To introduce a new project or idea

To educate your community or tribal council

To brainstorm



To plan an event or project

To reach decisions

To identify desired outcomes

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# Before hosting a meeting...

Decide exactly what you want to accomplish  
and  
know your material

This will help keep the meeting focused

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# Benefits of well planned meetings

Improved communication

Less conflict

Increased motivation

Greater support

Increased productivity

Problems get solved



# Before the Meeting

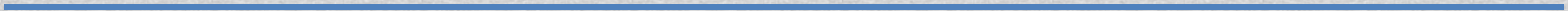
Determine the meeting location



Reserve meeting space in advance

Make sure there is adequate space

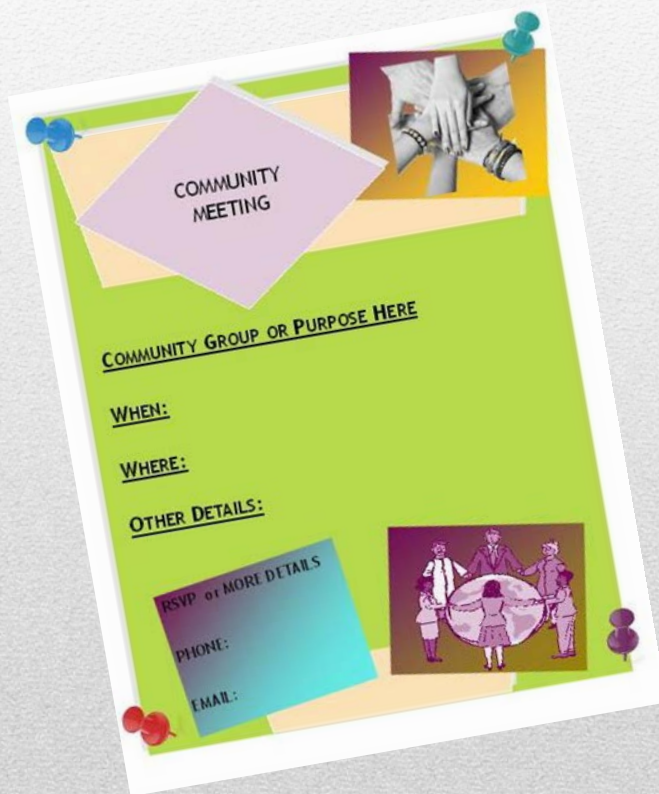
Does it offer what you need?





# Before the Meeting

## Create a Meeting Announcement



Announcements can include

Name of meeting

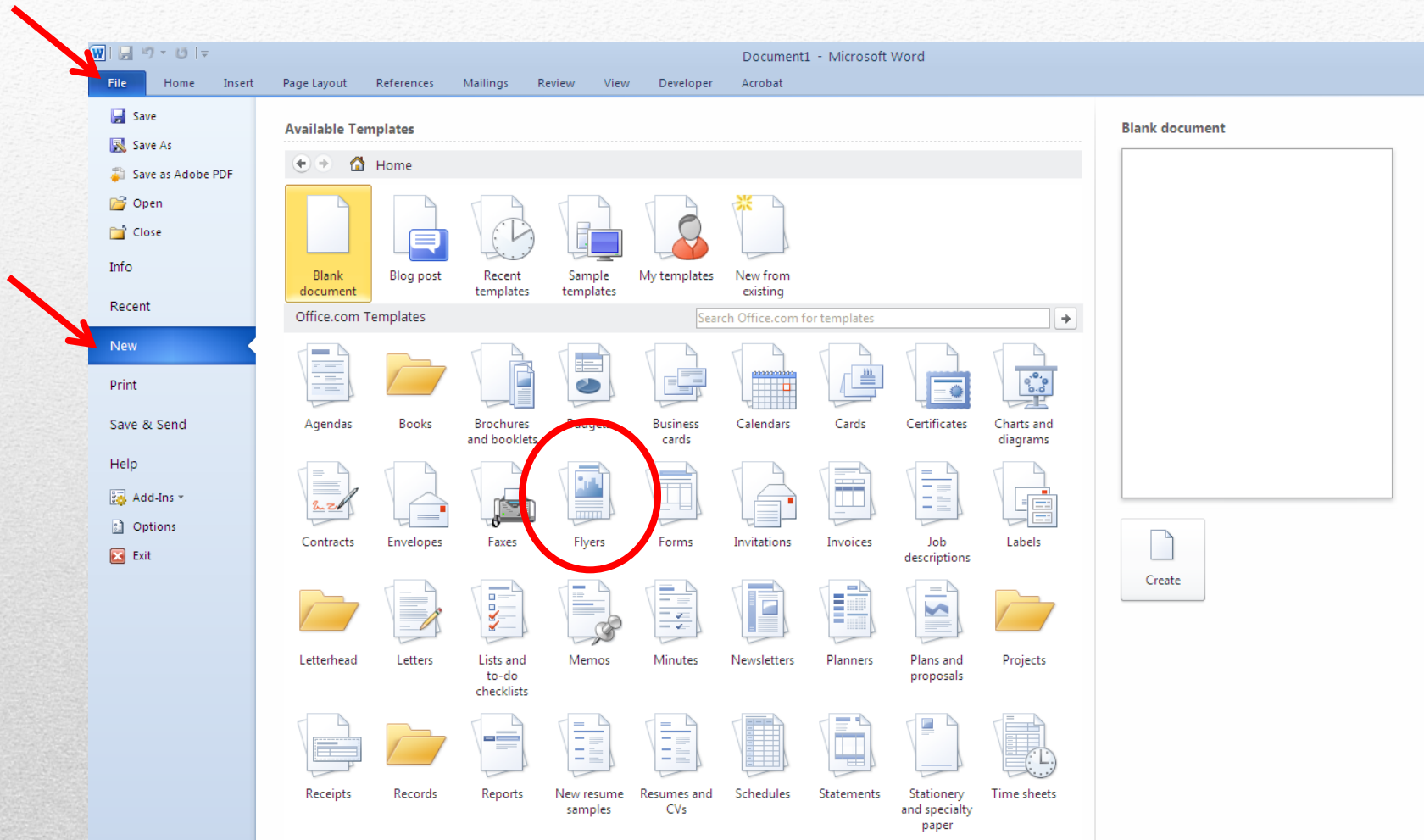
Date and Time of meeting

Location of meeting

Highlight discussion topics

Contact information

# Announcement Templates in Microsoft Word





# Before the Meeting

## Create a Meeting Agenda

Time:  
Location:  
Called by:

### I. Attendees

1	5
2	6
3	7
4	8

### II. Agenda Topics

- 1.
- 2.
- 3.
- 4.
- 5.

### III. Goals

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### IV. Assignments

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### V. Next Meeting \_\_\_\_\_

Agenda's can include

Name of meeting

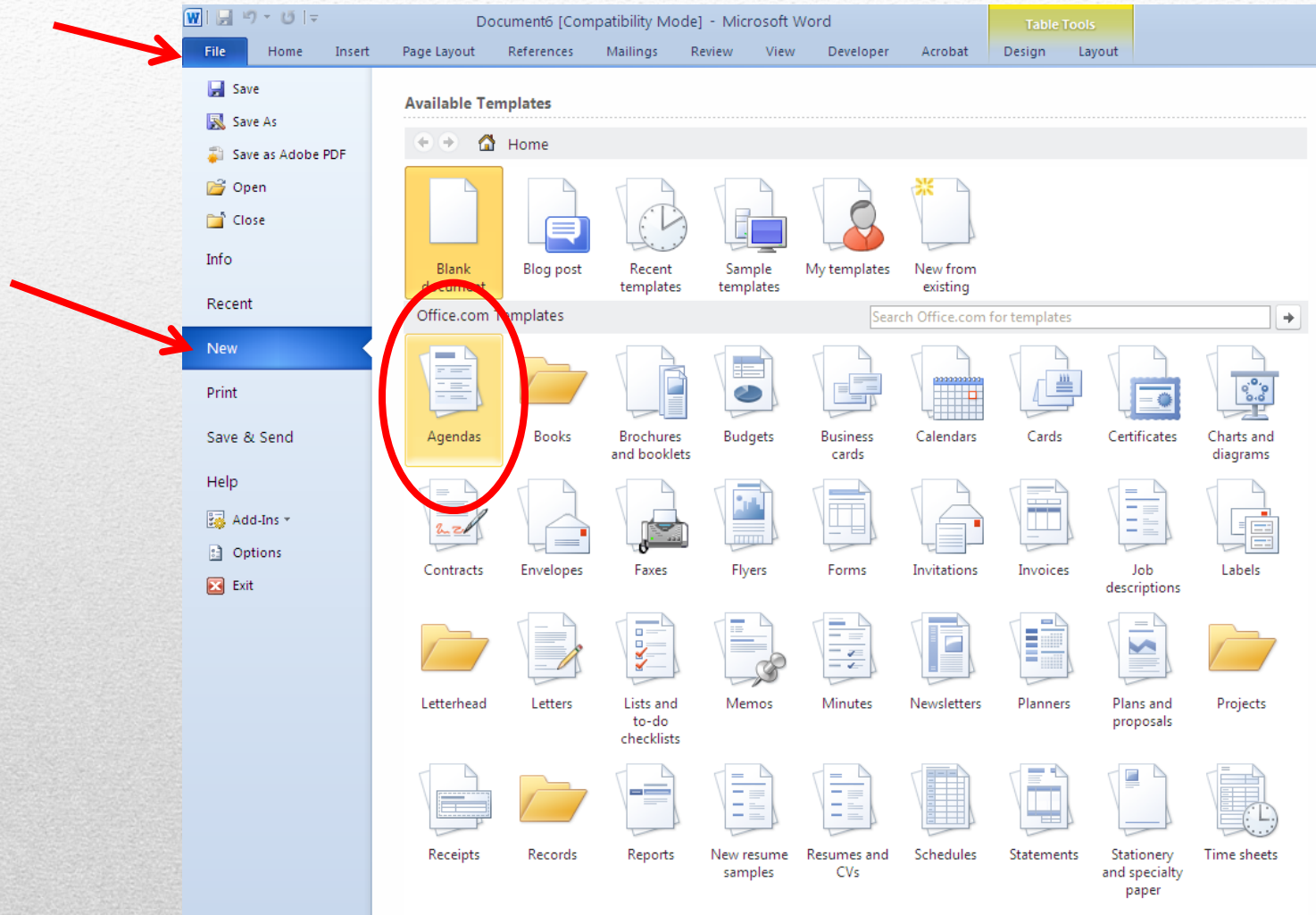
Date and Time of meeting

Location of meeting

Topics for discussion

New Ideas/discussion

# Agenda Templates in Microsoft Word





# Before the Meeting

Prepare...Prepare...Prepare!!!

Have your questions ready

Know your topics

Gather your supplies

Spend time imaging yourself relaxed and successful as you talk in front of the group

Practice your opening  
(the rest will flow easier)

Prepare some ground rules



# Let the Meeting Begin!





# What is a Facilitator?

“A person responsible for leading or coordinating the work of a group”

(dictionary.com)

## A good Facilitator...

Values people and their ideas

Strives for outcomes and results

Encourages discussion

Helps keep ideas flowing

Promotes curiosity and excitement

Listens, Listens, Listens

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# During the Meeting

Define the structure

Welcome everyone

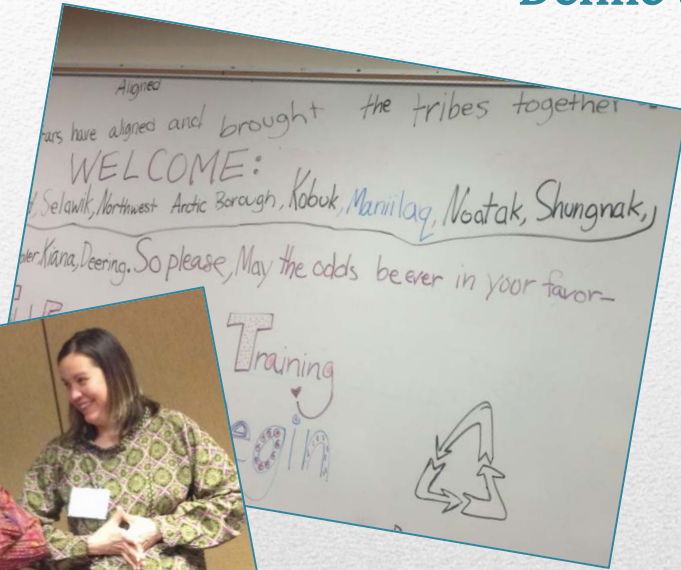
Start with a positive statement

Introduce guests

Thank people for attending

Review Agenda

Review Ground Rules





# During the Meeting

## Time Management

Start on time

Ask someone to track time

Use a “parking lot” to keep track of topics participants want to discuss

Stick to the Agenda

Take notes

Summarize the meeting and next steps





# During the Meeting

## Difficult Behaviors



Restate the expectations

Use a “parking lot” to set aside the concern for further discussion

Agree as a group on how to address and resolve conflicts

During discussion: Direct your questions to the individual for clarification



# After the Meeting

## Follow up

Write up and distribute  
notes/minutes within a few days

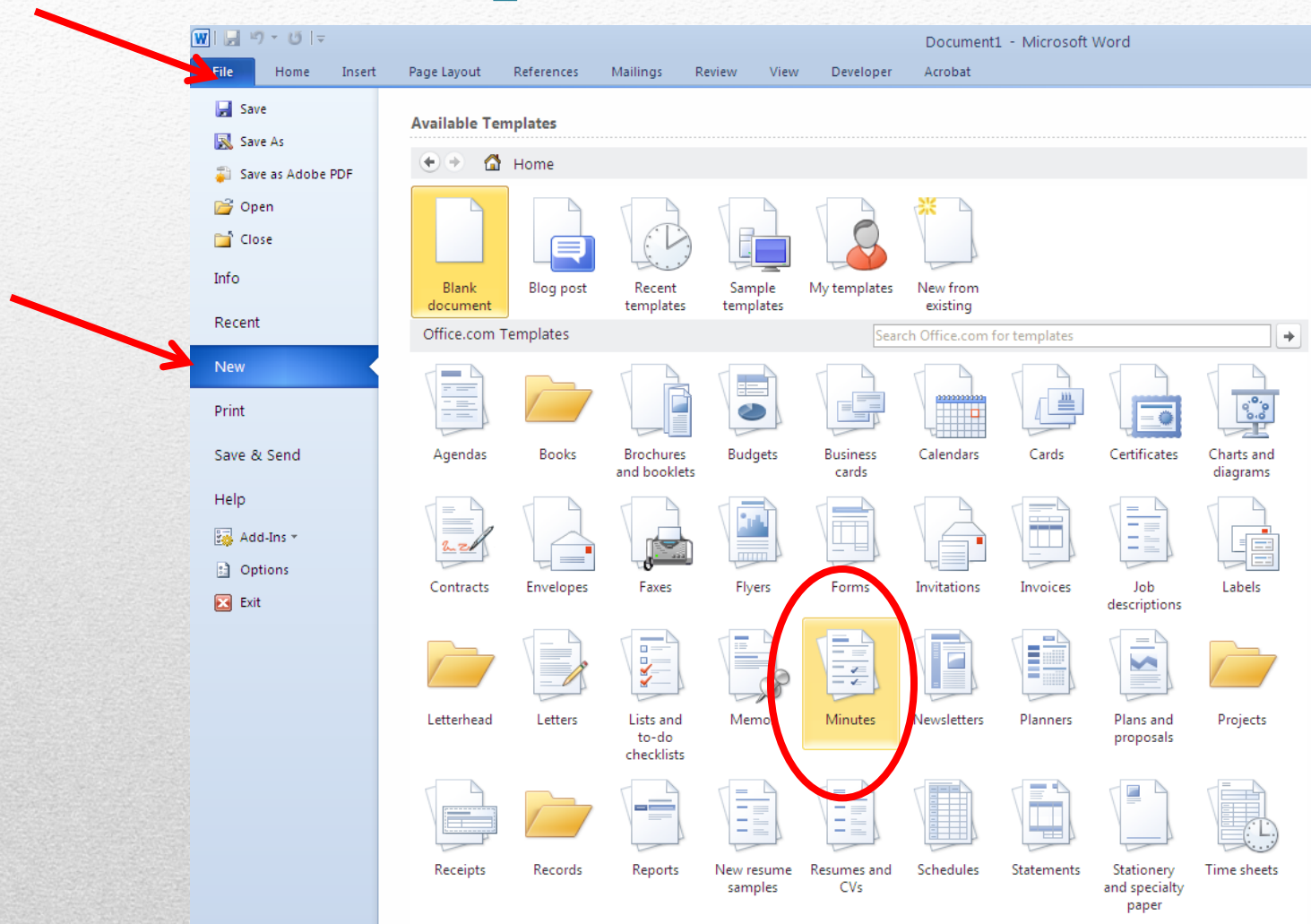
Follow up with action items

Create/Update next meeting  
agenda

Ask yourself  
“What can we do to improve next  
time?”

minutes			
<b>[Meeting Title]</b>			
<b>[Pre-meeting data]</b>		<b>[Meeting Time]</b>	<b>[Meeting Location]</b>
Meeting called by			
Type of meeting			
Facilitator			
Note taker			
Timekeeper			
Attendees			
<b>[Agenda Topic]</b>			
<b>[Time allotted]</b>	<b>[Presenters]</b>		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline
<b>[Agenda Topic]</b>			
<b>[Time allotted]</b>	<b>[Presenters]</b>		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline
<b>[Agenda Topic]</b>			
<b>[Time allotted]</b>	<b>[Presenters]</b>		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline

# Minutes templates in Microsoft Word





# Create a meeting Tool Box

Things to include: Templates, forms, ice breakers, tip sheets, flipchart paper, markers, post-it notes, contacts, etc.

**MEETING CHECKLIST**

<b>Agenda And Goals:</b> <input type="checkbox"/> Have you set concrete, reasonable goals? Does the agenda: <input type="checkbox"/> Accomplish the goals <input type="checkbox"/> Encourage commitment <input type="checkbox"/> Provide leadership roles <input type="checkbox"/> Have you given the appropriate people a chance to provide feedback on the agenda? <input type="checkbox"/> Do you have a turnout plan and enough people making confirmation calls?	<b>Participants:</b> Have you asked people to serve as: <input type="checkbox"/> Note-taker <input type="checkbox"/> Timekeeper <input type="checkbox"/> Guest Speaker <input type="checkbox"/> Have you spoken with all those who will play a part in the meeting to see if they are prepared? <input type="checkbox"/> Have you confirmed guest speakers?	<b>Logistics:</b> <input type="checkbox"/> Is the meeting site familiar, accessible and adequate? Have you lined up: <input type="checkbox"/> Chair and table arrangements <input type="checkbox"/> Chalkboard <input type="checkbox"/> Audio-visual equipment <input type="checkbox"/> Sign-in sheet <input type="checkbox"/> Sign-up sheets for tasks Do you need: <input type="checkbox"/> Printed agenda <input type="checkbox"/> Background materials <input type="checkbox"/> Proposals
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Google

Effective Meetings

Icebreakers

Effective Facilitation

Meeting tips and tricks

Agenda and Minutes templates

# Sharing with others

## Meeting with your Tribe or City Council



Central Council Tlingit & Haida Indian Tribes of Alaska  
Native Lands & Resources Department  
9097 Glacier Highway  
Juneau, Alaska 99801  
Phone: (907) 463-7186 Fax: (907) 463-7761



### Environmental Monthly Report

December 2011 Report

Prepared by: Leilani Knight-McQueen

#### IGAP Base Funding:

#### Financial Report: (Council Approval)

Activity:	Description	Within Required Grant Agreement
Drawdown/date	11/15/11	Yes
Amount Drawn down	\$5000.00	no
Total Spent	\$3000.00	yes
Projected Expenditures Next Month	\$7,000	Yes

#### Anticipated changes in budget:

Increase to Personnel line item in the amount of \$4000.00 from contractual line to support Ameri corp position.

#### Highlighted Activity:

- Community Environmental Assessment and Planning Committee Meeting—December 10, 2011 (see Attached Analysis)
  - Discuss priorities based on the outcome of the Community Assessment and how they will be addressed in the IGAP work plan for 2013

#### Upcoming Activity:

- Staff travel to IGAP December 12, 2011 Anchorage
- IGAP Proposal Due December 20, 2011- (need Council review and approval)—(See Attached)
  - Work plan Long Term Goals – Intermediate Goals reviewed
  - Budget

Changes or potential concerns for Program/Staff Recommendations (might include not meeting work plan deadlines, changes to budget or modifications to original Grant Agreement)

- Programmatic Concern:
  - Recycling program has been developed but is behind schedule due to limited staff time for focus daily operations. (review work plan and recycle program plan developed)
- Recommendations:
  - Hire of Ameri-Corp Worker
  - Review and approval -Job Description
- Additional Programmatic Concern:
  - Internal Policy for drawdowns are out of compliance with federal OMB regulations
    - Attachments regulations
    - Internal policy
- Recommendation: (need council approval)
  - Review and approval draft revised internal policies
    - Attachment of revised policy

Council Questions and Comments:

Prepare progress reports

Be ready to answer questions

Benefits

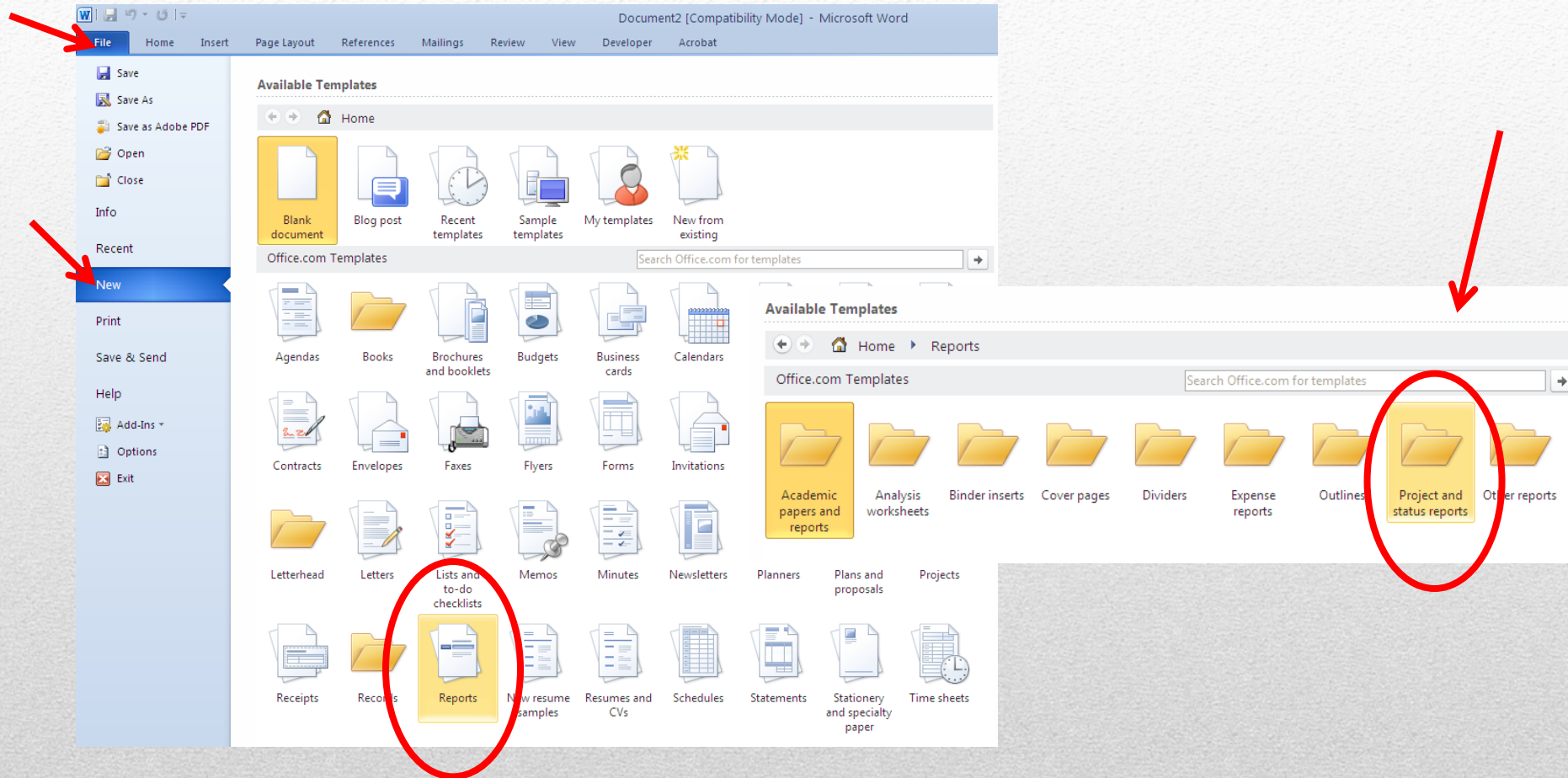
Better relationships

Everyone is on the same page

Greater support



# Council Report Template in Microsoft Word



# Briefing your Tribal Council

## **Council Meeting: IGAP Briefing**

### *Agenda for Briefing:*

**IGAP Grants: What are they, and what is the Tribe/EPA committing to?**

**Our Tribe has an IGAP budget, but how do we spend it?**

**We have an IGAP workplan, but what do we do, and when do we do it?**

**So now everyone comes to me-- what I am approved to do under IGAP as the community point person?**

**Training: What training is available for me that will benefit the Tribe and Community?**

**Networking: Who are my colleagues in the environmental arena that I will be communicating with to get things done for our village?**

**Action Items, Future discussion items, and Adjourn (All)**



# Questions / Suggestions

## Contact Information

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