

Running Effective Meetings

- Set a focused and interesting agenda.
 - Send the meeting agenda out in good time and aim to balance what participants wish to discuss against drawing out effective actions. In short choose the best way of using the allotted time.
 - Adding agenda items with actions linked to them can be useful. The participants can then agree who will adopt these actions.
 - Guest presentations & field excursions work well. The latter gives participants an opportunity to discuss general issues and to link in with seasonal themes.
- Start on time. Finish on time. Meetings that wait for late people often get later each time.
 - Start the meeting and encourage active participation.
 - Often meetings are used to air grievances which are unhelpful & can be demoralising. Sticking to the agenda & talking around the fringes of the meeting may help alleviate this - the refreshment break before or after the meeting is an opportunity to network & discuss issues.
 - Every idea needs an owner and good ideas often occur at meetings. Once identified, find out roughly when they will accomplish the task; note this in the minutes in order to track.
 - Take good notes, copious notes aren't necessary. Generally minutes should be as short as possible whilst capturing the key information.
Understanding, assigning and tracking actions are key.
 - Summarize the discussion and the actions at the end of each logical section.
 - Ensure minutes are distributed promptly. If this can be achieved within a week of the meeting it shows good intent.
- **Additional Points**
 - When providing refreshments, use locally sourced and/or fair trade wherever possible.
 - Provide public transport details to the meeting venue and encourage car-sharing.
 - Consider displaying the agenda & minutes on a digital projector during the meeting to reduce printing.
 - Consider producing a monthly biodiversity newsletter where participants and prospective participants can keep up to date with events. Give opportunities for involvement, in particular for individuals and organisations that may be unable to attend LBAP meetings.