

VCPD Regional Governance Meetings

Meeting Organization Checklist

Use this checklist to assure that you complete all the tasks necessary for a productive meeting.

_____ Secure a meeting date, time, and location. Confirm details with the person in charge of the site by email so that you both have a record. Setting regular meeting dates and times so that participants can plan ahead will result in increased participation.

_____ Email participants to inform them of the meeting details and to request items for the agenda. Attach the meeting summary from the previous meeting. (See *Sample Email 1* and *Sample VCPD Regional Governance Meeting Summary*.)

_____ Obtain a call-in connection and a video connection if needed and available.

_____ Develop the agenda including carryover items from the previous meeting and items sent in response to your email request. (See *Sample Agenda*.) Obtain feedback on the draft agenda from key group leaders.

_____ Acquire any materials, documents, etc. that will be needed for the meeting.

_____ Email participants one week prior to the meeting. Send the proposed agenda and the meeting summary from the previous meeting (again). If this will be a phone/video meeting, directions for connection should be on the agenda. If this will be a face-to-face meeting, include directions to the site and parking information. (See *Sample Email 2*.)

_____ Email participants 1-2 days before the meeting as a final reminder. Attach the proposed agenda. (See *Sample Email 3*.)

_____ Hold the meeting. (See *Notes for Meeting Leaders Regarding Agenda Items*, page 2 of the *Sample Agenda* document.)

_____ Following the meeting, assure that the meeting summary is distributed to members.

_____ Examples of collegial collaboration: One partner provides physical location for meeting, another provides toll free conference call-in connection e.g., VITA, and another provides an online meeting connection such as GoToMeeting®. Someone volunteers to bring coffee, or a box of donuts. Another might volunteer to bring grapes, bananas, bottled water, crackers and cheese, or a bag of chocolates. Once someone begins to volunteer, others begin to step up. Remember, not everyone needs to bring something to each meeting. Leaving it up to individual members to decide is best.