

**Fall Executive Committee Meeting
October 21-22, 2011, Chicago**

Topic: Debrief from August Board Meeting

Background: The meeting via conference call of the Board on Aug. 19th was the first full meeting of the 2011 – 2012 Board. The Executive Committee may want to discuss their overall impression of the meeting and explore any possible ways to ensure that future meetings are productive and focused at the strategic level.

Action Required: Action

Possible questions to consider:

- Did the new Board members seem adequately prepared and able to participate in the meeting?
- When meetings are held via conference call, are there particular issues to take into consideration that would help facilitate the meeting in this format?
- How can we engage members who don't actively participate in the discussion?
- What can be done to allow for healthy discussion and disagreement while ensuring that members stay respectful and professional?
- Would the meetings be more effective if they were conducted via Adobe Connect (the platform YALSA uses for webinars)?

Additional Resources:

- “Conference Call Etiquette” (ASAE 2007)
www.asaecenter.org/PublicationsResources/whitepaperdetail.cfm?ItemNumber=24336
- Managing Meetings: www.managementhelp.org/grp_skill/meetings/meetings.htm