

Holding Productive & Compliant Meetings

A Non-Profit Board Primer

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**Volunteer
Halton**
Community
Development
Halton



Community Development Halton

Through research, community development, planning, and promoting volunteerism, Community Development Halton (CDH) strives to improve the quality of life for all residents of Halton.

- **Two Pillars of Service:**
- Social Planning and Research
- Volunteer Halton

- www.cdhalton.ca | www.volunteerhalton.ca
- 905-632-1975

Volunteer Halton

We envision a Region where volunteerism is accessible, inclusive, and valued, contributing to community well-being and engagement.

- *CDH Educates Workshop Series*
- *Focused Conversations*
- *Volunteer Recruitment and Referrals*
- *Advocacy*
- *Catalyst for volunteerism and civic engagement in Halton Region*



- 20+ years of experience as a volunteer engagement professional
- Certified in Volunteer Administration (CVA) in 2019
- Joined CDH as the Director of Volunteer Halton in May 2021
- Current President of the Provincial Association of Volunteer Leaders-Ontario (PAVRO)
- Works closely with organizations and agencies who engage volunteers to provide:
 - Education and training workshops
 - Customized support
 - Data-driven research and resources
- Provide consultations and support to volunteer-seekers



Workshop Objectives

- Understand how to hold effective meetings
- Learn how to build strategic agendas
- Structure your AGM for smooth & effective outcomes
- Appreciate the role of bylaws and policies as part of Board governance

Introduction

"Meeting minutes are important in documenting and reporting on the scope and practice of governance around the board table and serve as a legal record of an organization's deliberations".

-E. Grant McDonald,
A Guide to Great Board
Minutes

www.governinggood.ca



Your Meetings are your place of work as Board members.

Give/get information

Solve problems, resolve conflicts

Plan or draw on creativity of team
= input

Gain commitment to ideas/actions

Discussion or develop consensus
on planning

Decision making on behalf of the
organization

Meetings: Make them effective and efficient

Duty to manage/supervise affairs of the organization

Provide directors the opportunity to express views becoming to a collective decision

Board resolutions constitute authority to direct the course of the organization

Planning & Holding Effective Meetings

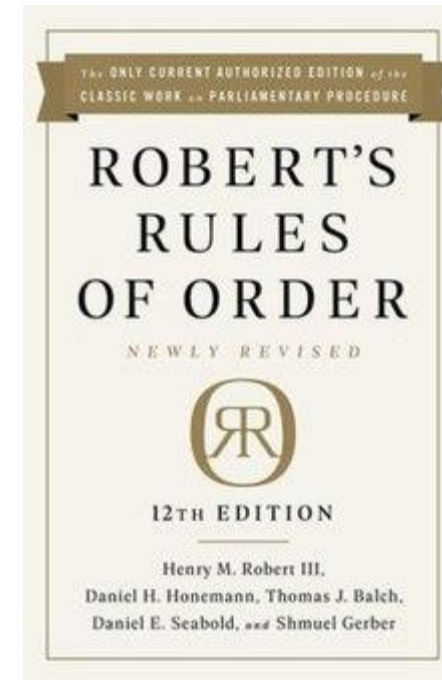
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Planning for an Effective Meeting

Answer the following questions

- What are the rules for the meeting:
 - By-Laws
 - Parliamentary authority or "ground rules"
- What is the purpose of the meeting?
- Call the meeting
 - Give adequate notice
 - Include:
 - Agenda topics
 - Documents to review



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Board Agendas

- Have a heading for each agenda item
- Be clear on time limits for discussion
- Ensure time is carved out each Board meeting 'cycle' to review Board policies to ensure relevancy and compliance

Agenda should include the following headings:

- **Welcome, check-in, land acknowledgement**
- **Confirmation of quorum**
- **Approval of the agenda**
- **Declaration of conflict of interest**
- **Consent Items**
- **Correspondence**
- **Board Annual Plan Up-date**
- **Reports**
- **New Business**
- **Policy Review (optional)**
- **Organizational & Board performance review (optional)**
- **Adherence to mission & vision (optional)**
- **Next meeting**
- **In camera (optional)**
- **Adjournment**



Consent Agenda

- Routine committee reports
- Board meeting minutes
- Staff appointments
- Approvals for routine expenditures
- Minor changes to policy or procedure
- Final approvals of reports or proposals that have been fully vetted in previous meetings

- **One agenda item**
- **No discussion on the items included**
- **Supports a strategic meeting**



Committee Reports

- **Name of committee/person completing report**
- **Date**
- **Key Priorities**
- **Successes**
- **Challenges**
- **Board Decisions/discussion required**

Voting



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- Someone makes a motion
- Motion is seconded
- Open the motion for discussion
- Close discussion
- Call for the vote
 - If the motion is amended, it needs to be seconded and then discussed and then voted upon

In Camera Meetings



- **Unusual**
- **For sensitive or confidential meetings**
- **Only for elected directors (no staff present)**
- **Best Practice: have a policy in place of who should attend, how discussions are recorded, and how to keep items confidential**
- **Must take minutes (kept separate from board minutes)**

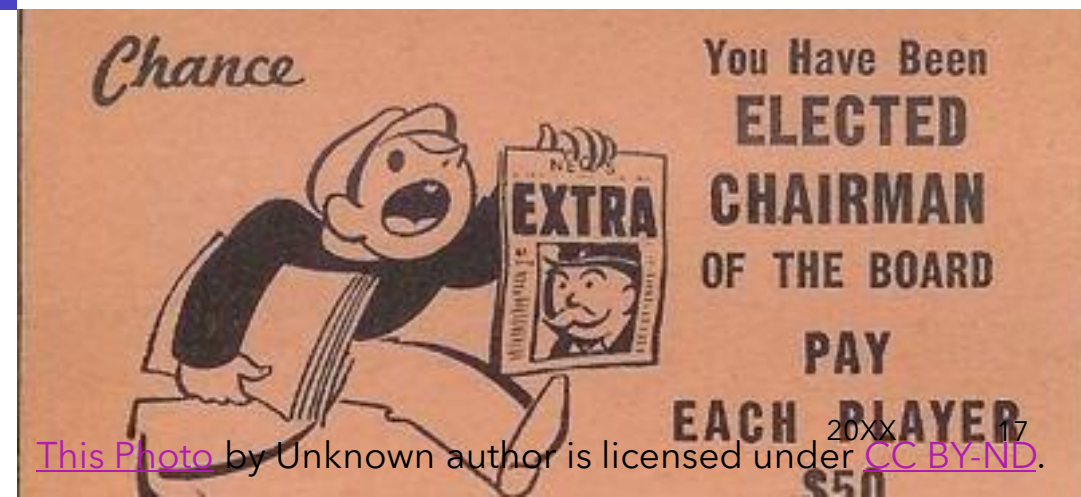
Meeting Minutes



Role of Chair

1. Set the meeting agenda
2. Everyone participates, no one dominates
3. Separate facts from opinions
4. Identify assumptions, determine conviction levels
5. When prompting a vote, give consistent voting instructions
6. Seek feedback on from Board members outside of meetings

- Ensures meeting proceeds in orderly manner within guidelines of the rules
- Acts impartially
- Acts as a facilitator
- Responsible for conducting votes, granting adjournments
- Settles points of contention



Leadership At Meetings



Welcome Ideas



Invite
Clarification



Maintain Focus



Stimulate
Discussion



Make decisions
as needed

Characteristics of Productive Board Members

Keep an
open mind

Able to
agree to
disagree

Share ideas

State
pertinent
beliefs



Annual General Meeting



Timing & Planning

An annual meeting of the members of the corporation must be held not later than eighteen (18) months after incorporation and subsequently not more than fifteen months (15) after the holding of the last annual meeting (ONCA Section 52a)

Planning the AGM:

- Ensure you know the 'rules' - bylaws, policies, etc.
- Consider the venue, size, location, etc.
- What are the priorities at the meeting
- Any 'political' issues dealt with beforehand
- Notify members ASAP
- Proxies? How will these be handled?

Use Your By-Laws

By-Laws will tell you:

- When to hold the meeting
- Notice to members
- Methods of communications
- Location
- Who can vote and how voting is conducted
 - Proxies
- Quorum

Formal Meeting

- Communications vehicle with stakeholders
 - Legal requirement
 - Elections
 - Financial Reporting
 - Minutes MUST be kept
 - Attendance MUST be tracked
 - Chaired by President/Chair of the Board
- Opportunity to make important decisions
 - By-Law changes
 - Changes to legal status
 - Inform members of previous and future activities
 - Opens the floor to questions from members
 - Required by law for all incorporate organizations.

AGM Meeting Agenda

Call meeting to order	President's Address	Approve minutes of previous AGM	Approve financial statements
Receive committee reports	Bylaw changes	Receive the report of the nominating committee/call for nominations <ul style="list-style-type: none">• Elect new directors	Elect the auditor or appoint reviewer
	Transact any other business	Adjournment	

Holding the AGM

Write out your script!

**What is on the screen?
What handouts do the members have?**

**Ask members to be part
of the voting process
(making/seconding
motions)**

**Only members can
vote at the AGM**

**Make a motion
Second the motion
Discuss the motion
Vote on the motion**

AGM Actions

Making bylaw changes

Accepting financial statements

Electing new directors/officers

Annual Report

**Electing/appointing
auditor**

Effective and Efficient Meetings

- Know the rules for your organization
- By-Laws & Policies
- Agenda
 - Consent agenda
- Time-limit discussions

Motions & Minutes

- Use Roberts' Rule
- Motion, second, discuss, vote
- Minutes are a record, not a transcript
- Detail the decisions

Annual General Meetings

- Required by law for all incorporated organizations
- Communicate with stakeholders
- Member input into important decisions
- Election of new directors



“It’s okay to admit what you don’t know. It’s okay to ask for help. And it’s more than okay to listen to the people you lead – in fact, it’s essential.” ~ Mary Barra

Thank you



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Resources

- Tom Little's BIG Ideas for Non-Profit Boards (2011)
- Board Forward ([Board Forward: The Dos and Don'ts of Consent Agendas](#))
- Douglass Group Board Governance "Getting the Most from Your Meetings" workshop (attended Feb 2022)
- Nonprofit Law Ontario ([Home - Nonprofit Law Ontario \(cleo.on.ca\)](#))
- Charities in Ontario ([Charities in Ontario | ontario.ca](#))