

PARENT EDUCATION GROUP
MONTHLY BUSINESS/TRAINING MEETING
FACE TO FACE

August 28, 2008

MINUTES

Present: Julie Bourne, Bonnie Cord, Tammy Foster, Robin Harrison, Rebecca Johansson and Barbara Sewell.

Absent: Eileene Chappelle, Roger Chappelle, Pam Esser, Carolyn Hamilton, Linda Lamb, Sandra Melendez, Diane Murrell, Charissa Nealy, and Sandy Wilbourn.

Rebecca Johansson called the meeting to order at 6:38 pm.

EFFECTIVE MEETINGS TRAINING

Rebecca Johansson began the Effective Meetings Training with the question/answers:

What bugs you about meetings?

- Start late
- Not knowing what it will be about
- Lack of communication and dialog in the meeting
- Lack of commitment to come to the meeting
- Human capital wasted - efforts, time, and energy gets cratered. 35% of time in meetings is wasted.

Mechanics

Mechanics of a good meeting include four elements:

- Content
- Process
- Leader roles and responsibilities
- Participant roles and responsibilities

Content:

- Agenda items
- Information
- Opinions (managed)
- Decisions (managed) by consensus
- Action, e.g. "you've got a white paper due next week – can I help- let's go for coffee."
- Plans – first steps, not micromanaging
- Tasks – leaders, participants

Example:

Task – Educate the community about wrap-around.

- Done by September
- Main points
- Team works out specifics

Process:

- Process moves meeting
- Group dynamics
- Agenda outcome
- Decisions by consensus
- Participation equal
- Listening, growth and learning
- Meeting rule: present participants watch out for point of view of absent participants

Leader Roles and Responsibilities:

- Is dedicated to success of meeting
- Is honored

Participant Roles and Responsibilities:

- Identify with group – we must do this, I am proud to be a member
- Enjoy being together
- Come prepared to join in
- Stay Focused
 - e.g. can't solve Governing Board problem at PEG meeting
- Protect the rights of absent members

Skills

Worst Practices

- Floundering – what's my role?, come late/leave early
- Wanderlust – tangents, detours, digressions, e.g. car broke down/transportation, detour for set of keys
- Negative Nellies – “It won't work here,” “we tried that before,” – facilitator works to balance positive energy
- Plops – Unilateral decisions
 - a. Making decision without group input
 - b. Making suggestion without context and background
- Meeting take over – use position or power to push others around
- Hog Air time
- Put downs or discounts
- Feuding

Best Practices:

Critical steps to Effective Meetings: Plan, Conduct, Follow-up

- Plan
 - organize self – task of meeting, eg. Brainstorming, training, update/status
 - create draft agenda and circulate, if there is time
 - desired result next to each agenda item
 - allocate 5 minutes at the end of the meeting to create next meeting agenda, and send out 1 week prior to meeting
 - Organize participants:

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- agenda to participants prior to meeting date
- Confirm attendance by email, calendar or voice
- Determine who should attend
- Key individuals
 - i. People with relevant information or expertise
 - ii. People who are needed to carry out the decision
 - iii. Optional – individuals with higher functional responsibility
- Review
- Agenda- select, e.g. “I see we have a side discussion- shall we do the side discussion or the main agenda?”
- Start on time
- Start on agenda
- Bring others up to speed – “FYI”
- Status – roll on?
- Problem Solving – may have to reach decision to go forward with – can re-evaluate later
- Consensus
- Participation is equal

The group ran out of time to finish training and moved on to business items

BUSINESS

PEG Co-Leaders

Tammy Foster and Julie Bourne were elected co-leaders by consensus.

PEG Executive Committee Members

Tammy informed the group that we needed to elect three family members to PEG, one of whom must be a member of a family served by Systems of Hope. The group elected Robin Harrison and Julie Bourne (a served family member) by consensus to represent PEG on the Executive Committee. There was no consensus on a third PEG representative to the Executive Committee.

We ran out of time to finish the agenda. The meeting adjourned.

Respectfully submitted,

Bonnie Cord
PEG Scribe

October 23, 2008