

Manitoba Association of Parliamentarians
ONE DAY EDUCATIONAL SEMINAR
Saturday, November 2, 2019

"We've Got to Stop Meeting Like This..."

Seminar Leader

Eli Mina, M.Sc., P.R.P., is a Vancouver based Board Effectiveness Consultant and Registered Parliamentarian. Since 1984, Eli has advised his clients on chairing contentious meetings, demystifying the rules of order, achieving excellence in governance and shared decision making, and minute taking standards. Eli's clients come from local government, boards of education, aboriginal communities, credit unions, regulatory bodies, labor unions, and the non-profit sector.

Eli is the author of five published books, including "101 Boardroom problems and how to solve them" and "Mina's Guide to Minute Taking."

Eli's web site is www.elimina.com. Check for over 100 free articles at www.elimina.com/insights.

Seminar Description

Have you ever been to a meeting which was too long, monotonous and dull? Or being dominated by a few members, to the exclusion of input from others? Or getting unraveled at the first sign of controversy? Ever wondered whether anyone was listening and learning from the debate, in order to make informed decisions, or whether most attendees decided in advance on how they'd vote? Ever suffered from *meeting fatigue*?

Well, suffering is optional... In this seminar we will discuss practical tools and ideas to help make your meetings orderly, focused, efficient, equally inclusive, civilized, respectful, and even... enjoyable. Learn to chair or participate in meetings effectively. Gain tools to tackle or prevent damaging boardroom problems, so your group can deliver smart leadership and informed decisions. Specific topics include:

- *Who is responsible for a meeting's success: The Chair, the Members, or the Staff?*
- *Group's culture versus formal rules: What is more important?*
- *Core principles for orderly, focused, efficient, inclusive and respectful discussions;*
- *Gentle but firm enforcement of rules of order to address problematic conduct ('The velvet gavel');*
- *Common bad habits, the damage they inflict on decision making, and how to address them;*
- *Keeping a Board at a governance ('balcony') level and away from minutiae ('ground floor');*
- *Knowledge-based decision-making: Goals, Principles and Challenges;*
- *Consensus versus majority decision-making ('team solidarity');*
- *Balancing organizational interests versus constituency interests ('two-hat' dilemma).*