

Holding a Meeting

When you consider holding a meeting, make sure that you have prepared adequate time to prepare for it and checked the calendar for non-conflicting dates with other committee or Board meetings. Feel free to invite other chairs to participate in the meeting. For instance, besides the Area Chair, a hotel project might include as participants the Business Chair, Housing Chair, and Infrastructure Chair. Even though the PLUM Chair may hold a separate meeting for a project, courtesy invitation is appropriate. Also, a courtesy email to the President, Secretary, and 2nd Vice President for updates on the schedule would be also be appreciated. Quorums for committee meetings are five (5) stakeholders. If there are less in a meeting, motions can not be voted upon.

Please remember that, while you may have an opinion on a topic, ethics require that you invite both sides of an issue to present and speak on a topic. Acceptance of an invitation is up to the invited, but do your due diligence and record communications with all parties. Please read the City Attorney's four documents to Neighborhood Councils on meetings in the Ethics section of this binder.

The following meeting is broken down into three segments, Pre-Meeting, Day of Meeting and Post Meeting. Be sure to ask other chairs if you need help.

1) Pre-meeting:

- a) Calendar date & deadlines
- b) Confirm venue
- c) Coordinate agenda items
 - i) Research actual item
 - ii) Contact speaker(s) if necessary
- d) 72 hours days before to be Brown Act Compliant (can be done earlier)
 - i) Communication
 - (1) Post agenda on HHWNC.org as pdf deadline 72 hours (use buddy if necessary)
 - (a) 1 post
 - (b) 1 event
 - (2) Send agenda to DONE as pdf – deadline 72 hours
 - (3) Put in newsletter to (your) email list subscribers (use buddy if necessary)
 - (4) Contact HHWNC Outreach chair for posting on social media
 - ii) Equipment retrieval
 - (1) Projector
 - (2) Cords
 - (3) Banners
- e) 24 hours before
 - i) Order appropriate refreshments
 - ii) Print agenda
 - iii) Reconfirm venue
 - iv) Reconfirm speakers
 - v) Print email signup sheets
 - vi) Print stakeholder sign-in sheets

HHWNC Running a Meeting Checklist

2) Day of meeting

- a) Pick up food
- b) Arrive early to venue or have someone else to check out room.
- c) Put out food
- d) Put out meeting materials
 - i) Stakeholder comments
 - ii) Sign in sheets
 - iii) Put out HHWNC information
- e) Clean up
- f) Check out with any venue personnel and say thank you.

3) Post meeting

- a) Draft minutes
 - i) Post minutes on HHWNC.org as pdf (use buddy if necessary)
 - ii) Input email signups (use buddy if necessary)
 - iii) Craft Board agenda items if needed
 - (1) Send to President, copy Secretary with any attachments.
 - iv) Fill out Funding request for meeting expenses
 - (1) Send to treasurer when finished.
 - v) Return equipment