



ANNOTATED GOVERNING BOARD MEETING AGENDA
(Note 1 & 2)

**Successful Valley Chapter
GOVERNING BOARD MEETING
September 1, 2016 – 10:30 a.m. – 12:00 p.m.
Bartok & Associates REALTORS®, 485 Main Street**

AGENDA

Chairman: Elizabeth Bartok, President

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| I. Call to Order – Elizabeth Bartok (Note 3 & 4) | 10:30 a.m. |
| II. Approval of Agenda (Note 5) | |
| III. Approval of Minutes of Last Meeting (Note 6) | |
| IV. Financial Report – Janice Harmon, Treasurer (Note 7) | 10:35-10:40 a.m. |
| V. Reports of Officers and Standing Committees (Note 8) | |
| A. Bylaws Committee – Katy Dougherty, President-elect | 10:40-11:00 a.m. |
| • Standing Rules Update | |
| B. Education and Program Committee – Barb Mansville | 11:00-11:15 a.m. |
| • Approval of Upcoming Programs | |
| • Pending location change for Membership Meetings | |
| C. Membership Committee – Maria Rodriguez, VP of Membership | 11:15-11:40 a.m. |
| • Fall “Where It All Comes Together” Recruiting Campaign | |
| • 2016 Recruiting and Retention Goals Update | |
| D. Ways and Means Committee – Ali Hamoudi | 11:40-11:50 a.m. |
| • Ticket sales and progress report | |
| VI. Special Committee Reports | |
| A. Chapter Business Plan and Annual Report Task Force – Beth Chee | 11:50-11:59 a.m. |
| (Note 9) | |
| VII. Next Meeting | |
| November 10, 2016, 10:30 a.m., Successful Valley Association of REALTORS® | |
| VIII. Adjournment | 12:00 Noon <i>Sharp!</i> |

*Governing Board Meetings Are Open Meetings
Members Are Welcome to Observe*

Ground Rules

- Please turn off cell phones and pagers (or put them on vibrate).
- Only board members may vote (if you are not sure, see the Secretary).
- Evaluate ideas, not people; work toward consensus.
- Address all comments to the presiding officer and avoid side conversations.
- Respect people’s time; be brief, stay on topic.

- Note 1 Use the WCR logo. Reinforce the WCR brand by using the WCR logo on stationery.
- Note 2 E-mail the agenda in advance. The agenda is a great tool for organizing your meeting. By sending it out in advance you let people know who will be reporting and how long each report is expected to be. Be sure to have hard copies of the agenda on hand for guests.
- Note 3 Call to Order. This is the place to welcome board members and guests, and to cover the Ground Rules. We recommend that you read the ground rules aloud. For larger meetings, you may wish to include the Pledge of Allegiance and/or an inspiration.
- Note 4 Parliamentary Procedure. It only takes a little knowledge of parliamentary procedure to run a successful meeting. See “Summary of Parliamentary Procedure” and “Chairman’s Quick Parliamentary Review”.
- Note 5 Approval of Agenda. It is usually unnecessary to vote on routine items. Simply say, “There being no objection, the Agenda will stand approved.”
- Note 6 Approval of Minutes. Never read the minutes aloud. Handle expeditiously with a brief statement such as “Unless there is a correction, the minutes will stand approved as e-mailed last week.” Pause, then move on.
- Note 7 Finance Report. There is no need for the Treasurer to read the full report. The report should cover the most pertinent information. Have handouts available for reference. Note that there is no vote to approve the report, because no action is required. A convenient way to close this segment and move on is to say “Thank you, Janice. The financial report will be filed for audit.”
- Note 8 Committee Reports. Keep it meaningful. It is not necessary to have every committee report every time. If the President expects a report – perhaps the fundraising event is next week – then be sure to let the Chairman know she is on the agenda well before the meeting so she can prepare. Do not list committees if there is to be no report.
- Note 9 Old Business or New Business. Do not use these outdated terms on your agenda. Rather, convey to your Governing Board members that if they have business needing the board’s attention, you need to know in advance. And there should be no Old Business (i.e., business taken up at the last meeting but not handled).