

---

## Making the Most of Meetings

### Introduction

This document outlines guidelines to allow the GCPTA Education Sub-committee meetings to operate smoothly.

### Guidelines

The meeting facilitator and participants, in preparation for each meeting, should review the following guidelines.

Element	Description
1	Use a conference phone with satellite microphones / speakers.
2	Use a laptop computer with a projection system.
3	Post meeting materials on the GCPTA Education Sub-committee web-site one week prior to the meeting so that individuals who will participate via teleconference can print the material prior to the meeting.
4	Use a flip chart or an electronic document via the laptop computer for capturing action items.
5	Send an email containing previous meeting minutes and the upcoming meeting agenda to participants one-week after each meeting. This will allow you to maximize meeting time on the agenda for high priority issues versus wasting time reviewing material that can be reviewed off-line from the meeting.
6	Include in the email, referred to in "Element 5," the list of action items generated during the previous meeting to ensure that action items are addressed prior to each meeting.
7	There should be 1 facilitator and 1 meeting minute taker at each meeting.
8	All participants must RSVP one-week prior to the meeting.
9	Meeting start time should be set 15 minutes prior to the first scheduled agenda item to allow for latecomers to filter in.
10	If teleconferencing during the meeting, all participants should identify themselves before they speak, and speak loudly and clearly so that all other meeting participants understand the communication. Teleconference participants should use their telephone receiver instead of their speaker-phone so that they can be heard clearly.