

Board Meeting Preparation

1. Before a meeting, what to prepare:
 - a. Agenda items
 - b. Flow of the agenda
 - c. Board packets to Board members
 - d. Handouts to the public

2. Identifying your distribution of information is a first priority:
 - a. Board members
 - b. Managers
 - c. Assistants
 - d. Department heads
 - e. Supervisors
 - f. General public
 - g. Media
 - h. Other agencies

3. Clearly identify agenda items:
 - a. Approval of agenda itself
 - b. Public comments
 - c. Minutes
 - d. Financials
 - e. Legal reports
 - f. Staff reports
 - g. Identify action items
 - h. Consent items
 - i. Board member comments
 - j. Final deadline for agenda submittals from both staff and public
 - k. Final date agenda must be posted
 - l. Meeting all applicable open meeting laws

4. Contents of meeting packets:
 - a. Staff: All staff proposals should be uniform in presentation. Proposals should include:
 - i. Distribution list
 - ii. Subject matter
 - iii. Recommendation
 - iv. Background
 - v. Fiscal impact
 - b. Public items:
 - i. Identify issues
 - ii. Make sure contact name, address and phone number is listed
 - iii. This time may require staff to do additional research for the Board presentation

- iv. Follow up with completed item prior to meeting
5. Organization of the packet:
 - a. Information is arranged to flow with items listed on the agenda
 - b. Segmented by tabs and labeled to clearly identify specific agenda items
 - c. All data and reports specific to the agenda item have agenda number on every sheet.
6. Document table: Copies of the following documents should be made available at the meeting for public access:
 - a. Proposal of items to be approved
 - b. Request to speak during public comment period card (if required)
 - c. Agenda
 - d. Minutes
 - e. Financials
7. Organization and retention of historical material: Two historical binders are kept, each with tabs by date of Board meeting.
 - a. The first binder has a copy of each Board meeting's:
 - i. Agenda
 - ii. Minutes
 - iii. Financial reports
 - b. The second binder contains complete Board packet. This binder also contains any additional information passed out by consultants, staff or given by the general public. Items should be dated and noted as received in person at the meeting.
8. Quick reference documents:
 - a. Copy of Open Meeting Law from State Attorney General's office
 - b. Copy of policy or procedure manual
 - c. Copy of current financial status of investments
 - d. Copy of pertinent legal statutes
 - e. Copy of current financial reports
 - f. Copy of current budget
 - g. Copy of personnel manual
 - h. Entity calendar
9. Remember; organization and board packets are the key tools for efficient flow of information from the general public and the entity to the Board.
10. Summary:
 - a. Identify distribution of information
 - b. Clearly identify agenda items
 - c. Follow agenda/meeting notice regulations
 - d. Board packets contain staff items and public items
 - e. Organization is the key

- f. Prepare a complete document table
- g. Have quick reference documents available