

# minuteTakers

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## REMOTE MEETING TIPS

A web or phone-based meeting format provides the benefit of increasing availability by all involved and thus makes scheduling easier. Further, participants are more likely to review the materials that are sent electronically in advance, and our experience has shown that meetings held via electronic means are significantly shorter in length and are much more efficiently run. Here are some tips to help remote meetings run smoothly through either a video or audio conference call.

- Prior to the meeting, the Manager should email the Board and MinuteTakers Inc. a copy of the full meeting package, such as the Agenda, Management Report and attachments, and encourage participants to read through the material before the meeting. This will help all meeting participants follow the meeting.
- The Chair should take “attendance” at the beginning of the meeting, having each Member state their name, so the recording secretary can accurately capture who attended the meeting.
- The Recording Secretary will introduce him/herself at the beginning of the meeting and then mute their line to reduce background noise.
- The Chair should begin the meeting and advise the participants of the “rules” of the meeting:
  - Reduce distractions (children/pets)
  - Have a simple background behind you if using video conference
  - When Motions are made, state the name of the Motioner and Seconder, and confirm whether the vote passed
  - When an action item is given, state who is responsible for the directive
  - Try to avoid speaking over each other
  - Be respectful of your fellow Directors and allow them to speak in turn
- The Chair may then invite the Manager to review their report one item at a time; pausing after each item for consent, discussion or direction.