



CIC Midwest
A division of **MHA**

MANAGEMENT RESOURCES FOR COMMUNITY ASSOCIATIONS

**Board
Training**
Free for Members!



How to Conduct an Effective Board Meeting
CIC Midwest Board Training
Thursday, May 13th, 2010; 6:00-8:00 p.m. at MHA

This board training starts with role-playing by our presenters, then a discussion by our panelists. **You'll be both informed and entertained!** Plus you'll receive great handouts that you can use to create your own board packets.

First, we'll watch as a fictional board meeting takes place. We'll learn about the homeowners forum, meeting procedures, minute taking, reporting, board packets, and closed meetings. During this process we will learn what to do when: a board member is unprepared; a homeowner is disgruntled; a committee member directs vendors without the proper authority; or when confidential information is discussed inappropriately.

Next, we'll hear our panelists discuss points from the board meeting reenactment. We'll talk about setting the stage for a successful meeting, notification procedures, meeting locations, agendas and materials. We'll discuss how to run the meeting, including requirements, homeowner involvement, time limits for agenda items, and the president's authority and leadership skills. You'll learn how to:

- Encourage attendance and participation from all board members.
- Promote harmonious discussions.
- Use a modern day version of Robert's Rules of Order.
- Make your meetings productive, keep board members on task, and get things done.

Sponsored by: Craftsman's Choice

Register Early. Seating is limited.

CIC Midwest Board Training Registration — May 13th, 2010

You may register by email, phone, fax or mail:

Email: carrie.larson@mmha.com; Call 952-548-2215; Fax form to: 952-854-3810; or make your check payable to MHA and mail to: MHA, 1600 W. 82nd St., Suite 110, Bloomington, MN 55431; Please register by noon on May 12th. Thank you!

Name: _____ Association _____

Address _____

City State Zip _____

Email: _____ Phone: _____

Member: _____ Non-Member: _____ Payment Option: _____ Visa _____ MC _____ check

Credit card number: _____ Expiration Date: _____

Cardholder Phone: _____

Location: Minnesota Multi Housing Association, 1600 W. 82nd St., #110, Bloomington, MN 55431. **Cost:** FREE for members; \$15 non-members. Seating is limited. Register early.

Please copy this form and complete for each attendee.