

May 2025

BUILD A GREAT 90-MINUTE BOARD MEETING

Presentation

Presented by **Erik Hanberg**

www.for-small-nonprofits.com

1

THIS WORK IS
IN MY BONES



2

The Messenger

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Photo by Russ Carmack

Calen

Dennis and Kathy Hanberg were our 1997 school volunteers of the year. Dennis serves on the Technology, Auction, Booster, Long-Range Planning, and Building and Grounds Committees. He is also a former school board president. Kathy served as president of the SCOPE organization, and has been active in the Shoes Liturgy, Auction and Boosters. Kathy currently serves as our parish kitchen coordinator.



- **BOARD OF “POSTCARD”
NONPROFITS**
- **ASSOCIATION BOARDS**
- **STATEWIDE ORGANIZATIONS**
- **GOVERNMENT BOARD W/
\$50M ANNUAL BUDGET**



5

**FIND AT LEAST ONE THING YOU CAN
IMPLEMENT IMMEDIATELY**

6

**FIND AT LEAST ONE THING YOU CAN
WORK ON OVER THE NEXT
THREE MONTHS**

7

**FIND AT LEAST ONE THING YOU'RE
ALREADY DOING WELL**

8

WHAT'S THE **JOB** OF THE BOARD?

9



1. MISSION
2. POLICY
3. FINANCIALS & BUDGET
4. PLANNING
5. FUNDRAISING
6. "HIRE & FIRE"
7. IMPROVING ITSELF

10



NOT OPERATIONS!

11

**YES,
AND.**

12



13



14

WHERE IS THIS...



**A Future FOR
THE Sport**

ON YOUR AGENDA?

15

**TOO OFTEN...
WE DON'T MAKE THE TIME
ON OUR AGENDAS**

16

(WE ARE BUILDING TO MEETINGS, I PROMISE)

17

**WHAT I LOOK FOR
WHEN I WORK
WITH A BOARD**

18



19



20

**“SYSTEMS SAVE US FROM
THE POVERTY OF OUR
INTENTIONS.”
—ELIZABETH KING,
SCULPTOR**



21



CULTURE

22

**RULES, SYSTEMS, AND CULTURE
FOR GREAT BOARD MEETINGS**

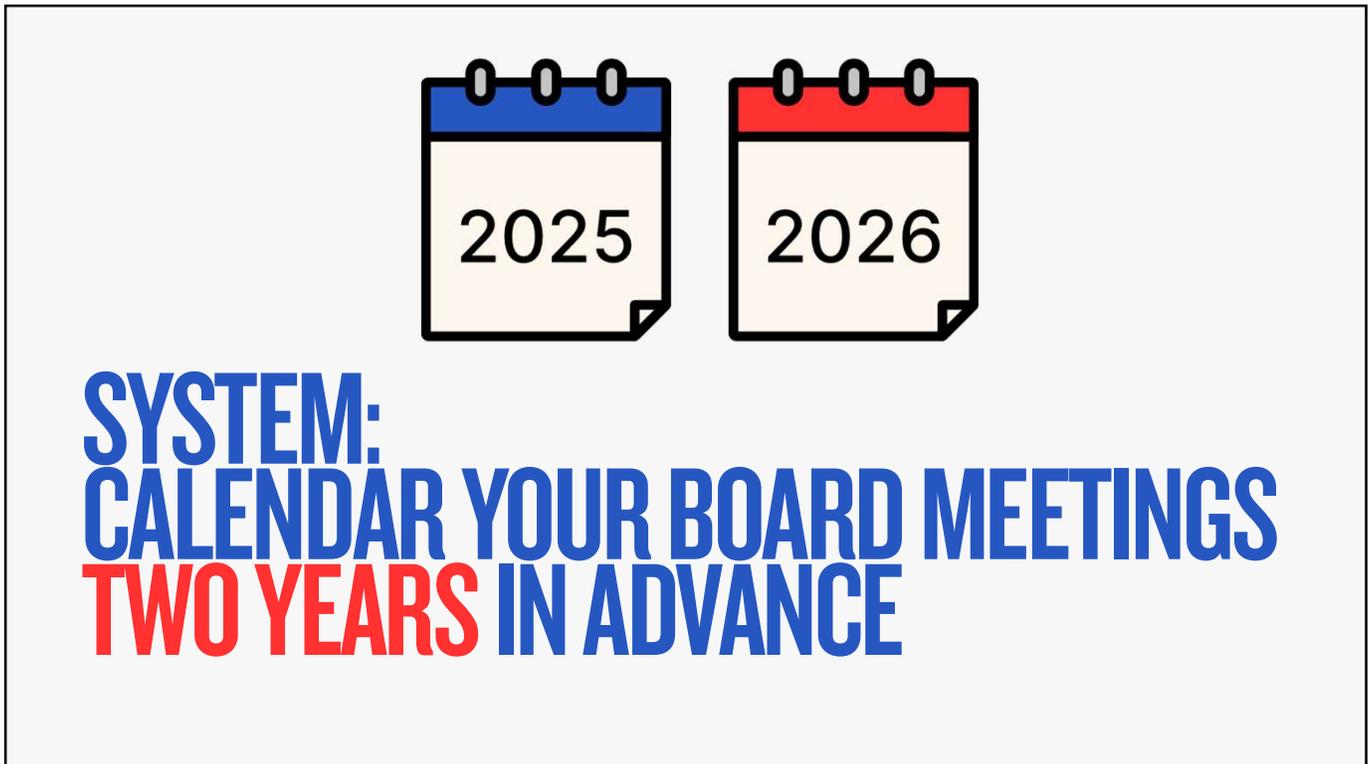
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**THESE WORK FOR
ALL BOARD MEETINGS
ALL FREQUENCIES**

24



25



26



NO JOKE. TWO YEARS.

27

**SYSTEM:
EMPOWER YOUR
EXECUTIVE COMMITTEE**

28



29

IMAGINE SHOWING UP TO A
MEETING IN NOVEMBER TO FIND...

30

THE TOURNAMENT THE BUDGET AND RECRUITING

31

OCT. RECRUITING

NOV. THE TOURNAMENT

DEC. THE BUDGET



32



**THEN WE REFINE
EACH AGENDA LATER**

33

**ACTIVATING THE
EXECUTIVE COMMITTEE HELPS THE
LONG-TERM HEALTH**

34

**LEADERSHIP IS LEARNED
NOT INHERITED**

35

**BOARD MEMBER ->
COMMITTEE CHAIRS ->
SECRETARY ->
VP ->
PRESIDENT?**

36

**THE ROLE OF THE
BOARD PRESIDENT**

37

**RINGMASTER MORE THAN
TASKMASTER**

38



39

**ASSOCIATION BOARDS ARE NOT
RUN LIKE SMALL BUSINESSES**

40

**THE BOARD PRESIDENT IS NOT THE
"BOSS" AND BOARD MEMBERS
AREN'T "EMPLOYEES"**

41

**A BOARD MEETING IS NOT
A STAFF MEETING**

42



43



44

**CAN YOU CRAFT HOW YOU WORK
AS MUCH AS THE WORK ITSELF?**



45

BUILD THE BUCKET



46

**THE BOARD PRESIDENT
WEARS A SUIT OF ARMOR**



47

“I’M SORRY TO INTERRUPT...”

48

“WE HAVEN’T HEARD FROM YOU IN A WHILE... WHAT DO YOU THINK?”

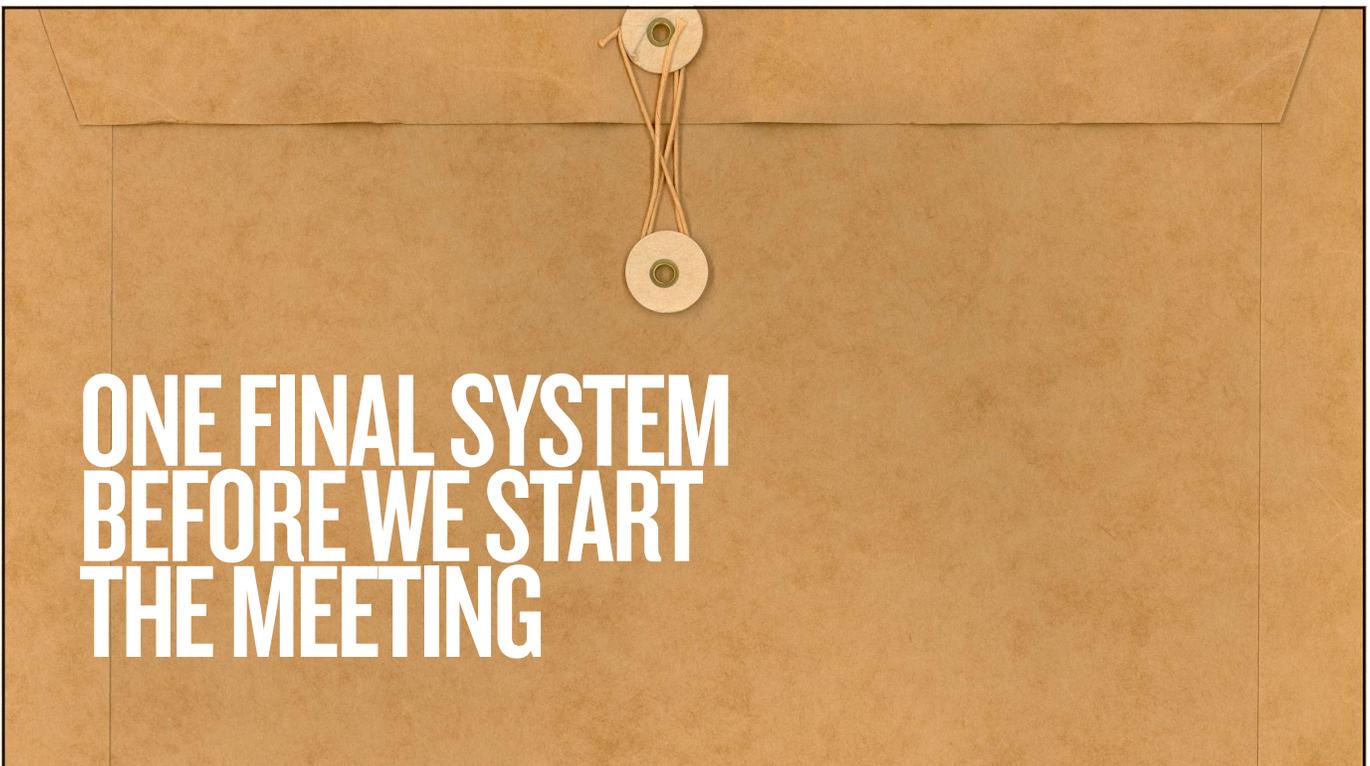
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“I THINK WE’VE HAD A GOOD DISCUSSION. LET’S SEND THIS BACK TO THE COMMITTEE.”

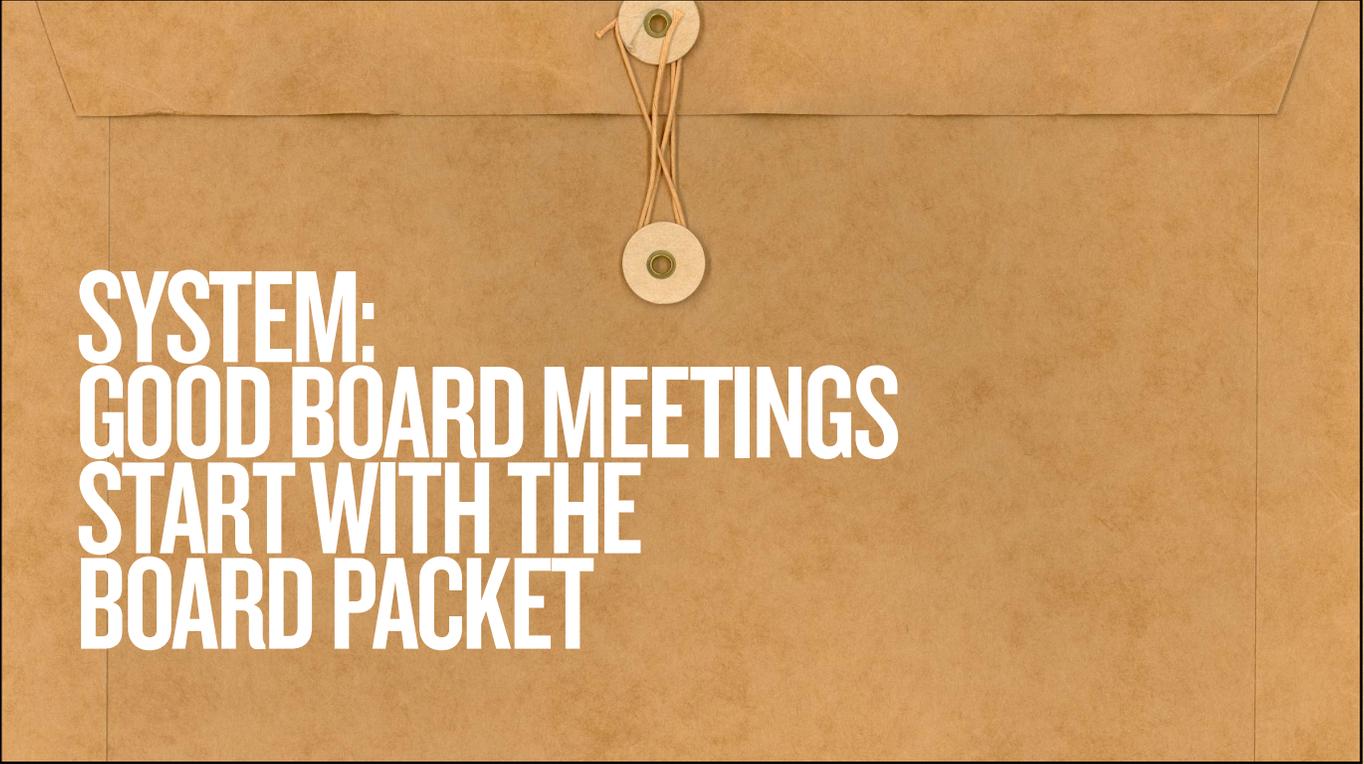
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51



52



**SYSTEM:
GOOD BOARD MEETINGS
START WITH THE
BOARD PACKET**

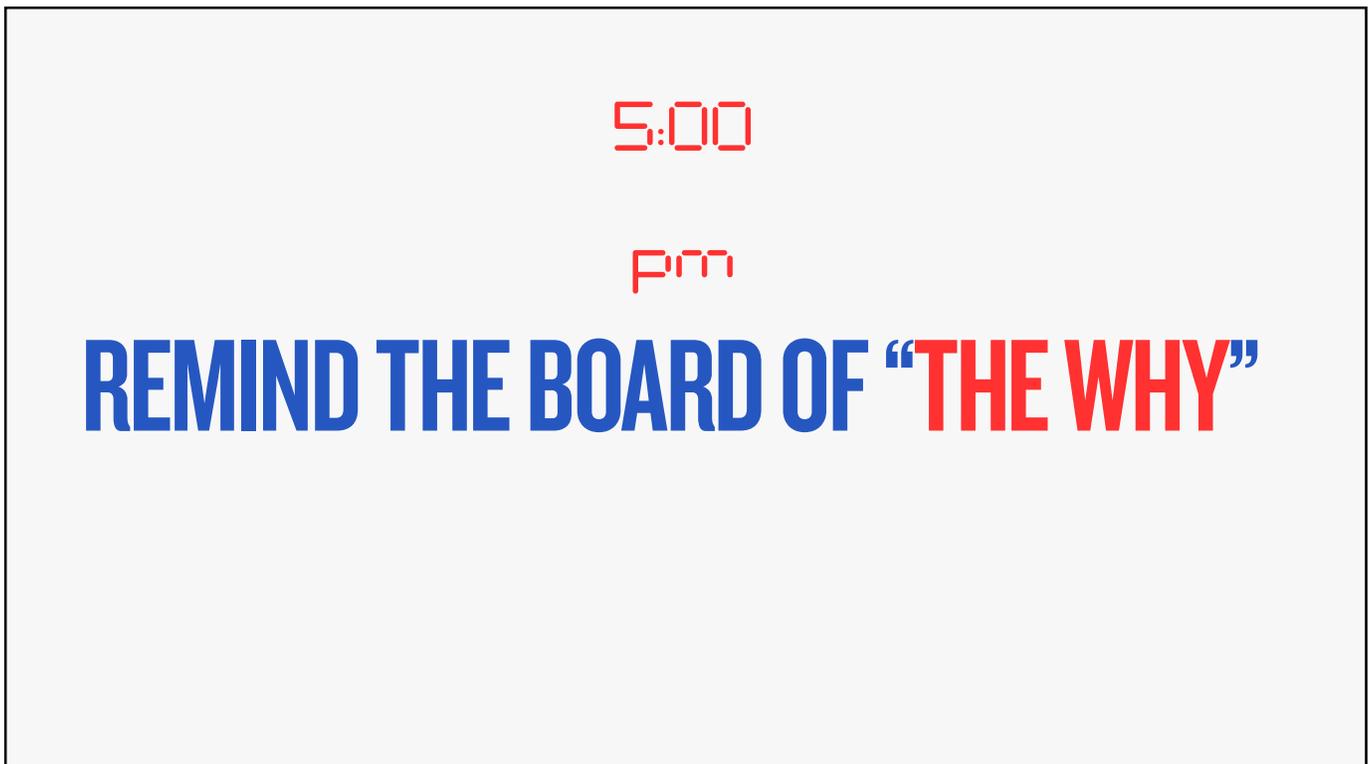
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- **FINANCIALS**
- **WRITTEN REPORT FROM THE ASSOCIATION MANAGER**
- **ANYTHING THE BOARD WILL VOTE ON**

54



55



56



57

5:00

START WITH A STORY...
READ A LETTER...
BRING AN OBJECT...

58



**NOW...
LET'S CONDENSE THE BORING
PARTS OF THE MEETING**

59



**IT'S CALLED
"THE CONSENT AGENDA"**

60

THE **THREE** BASIC REPORTS

61

5:10 pm

THE **PRESIDENT'S** REPORT

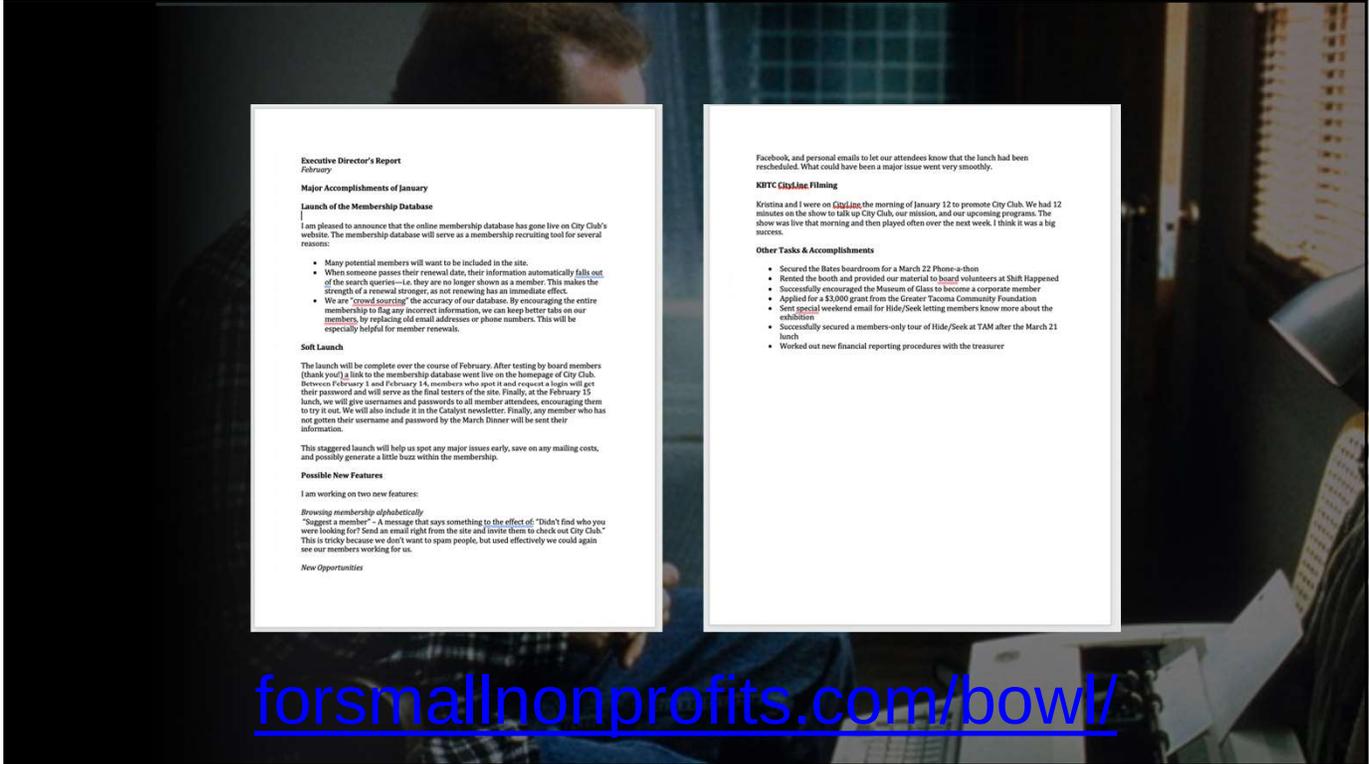
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Executive Director's Report
February

Major Accomplishments of January

Launch of the Membership Database

I am pleased to announce that the online membership database has gone live on City Club's website. The membership database will serve as a membership recruiting tool for several reasons:

- Many potential members will want to be included in the site.
- When someone passes their renewal date, their information automatically falls out of the search queries—i.e. they are no longer shown as a member. This makes the strength of a renewal stronger, as not renewing has an immediate effect.
- We are "crowd sourcing" the accuracy of our database. By encouraging the entire membership to flag any incorrect information, we can keep better tabs on our membership, by replacing old email addresses or phone numbers. This will be especially helpful for member renewals.

Soft Launch

The launch will be complete over the course of February. After testing by board members (thank you!) a link to the membership database went live on the homepage of City Club. Between February 1 and February 14, members who spot it and request a login will get their password and will serve as the final testers of the site. Finally, at the February 15 lunch, we will give usernames and passwords to all member attendees, encouraging them to try it out. We will also include it in the Catalyst newsletter. Finally, any member who has not gotten their username and password by the March Dinner will be sent their information.

This staggered launch will help us spot any major issues early, save on any mailing costs, and possibly generate a little buzz within the membership.

Possible New Features

I am working on two new features:

Browsing membership alphabetically
"Suggest a member"—A message that says something to the effect of: "Didn't find who you were looking for? Send an email right from the site and invite them to check out City Club." This is tricky because we don't want to spam people, but used effectively we could again see our members working for us.

New Opportunities

Facebook, and personal emails to let our attendees know that the lunch had been rescheduled. What could have been a major issue went very smoothly.

KFTC CityLine Filming

Kristina and I were on *CityLine* the morning of January 12 to promote City Club. We had 12 minutes on the show to talk up City Club, our mission, and our upcoming programs. The show was live that morning and then played often over the next week. I think it was a big success.

Other Tasks & Accomplishments

- Secured the Bates boardroom for a March 22 Photo-a-thon
- Rented the booth and provided our material to board volunteers at Shift Happened
- Successfully encouraged the Museum of Glass to become a corporate member
- Applied for a \$3,000 grant from the Greater Tacoma Community Foundation
- Sent special weekend email for Hide/Seek letting members know more about the exhibition
- Successfully secured a members-only tour of Hide/Seek at TAM after the March 21 lunch
- Worked out new financial reporting procedures with the treasurer

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5:40

pm

NO MORE REPORTS!

67

“COMMITTEE REPORTS”



68

CULTURE:
HONOR THE WORK AND TIME OF
THE PEOPLE ON THE COMMITTEE

69



CULTURE
LET'S NOT REHASH
COMMITTEE MEETINGS
AT THE BOARD MEETING

70



**SYSTEM
USE COMMITTEES AS THE
WORKHORSES OF THE BOARD**

71



**SYSTEM:
COMMITTEES DON'T GET TIME ON
THE AGENDA UNLESS THEY HAVE A
RECOMMENDATION FOR A VOTE**

72

**SYSTEM:
WHEN THERE'S NO VOTE...
COMMITTEE CHAIRS REPORT
IN WRITING**

73

**SYSTEM:
DON'T TRY TO PASS **BIG** THINGS AT
THE FIRST MEETING THE
BOARD SEES THEM**

74



LONDON NEW YORK TOKYO MOSCOW

TIME CHECK

75

5:50
pm

WHY HAVE WE DONE ALL OF THIS?

76

**USING CULTURE AND SYSTEMS
WE HAVE MADE ROOM FOR
THE FUTURE**

77

5:50

pm

**WE ORGANIZED EVERYTHING TO
MAKE ROOM FOR 30 TO 40 MINUTES
OF TRULY PRODUCTIVE TIME**

78

5:50

pm

1. DELIBERATION & DECISION
2. LEVERAGING BOARD RELATIONSHIPS
3. "MANY HANDS MAKE LIGHT WORK"

79

NOW THERE'S **TIME...**
BUDGET
PLANNING
RECRUITING
AND YES, THE BIG EVENT

80

6:25

pm

WRAPPING UP THE MEETING

81

6:25

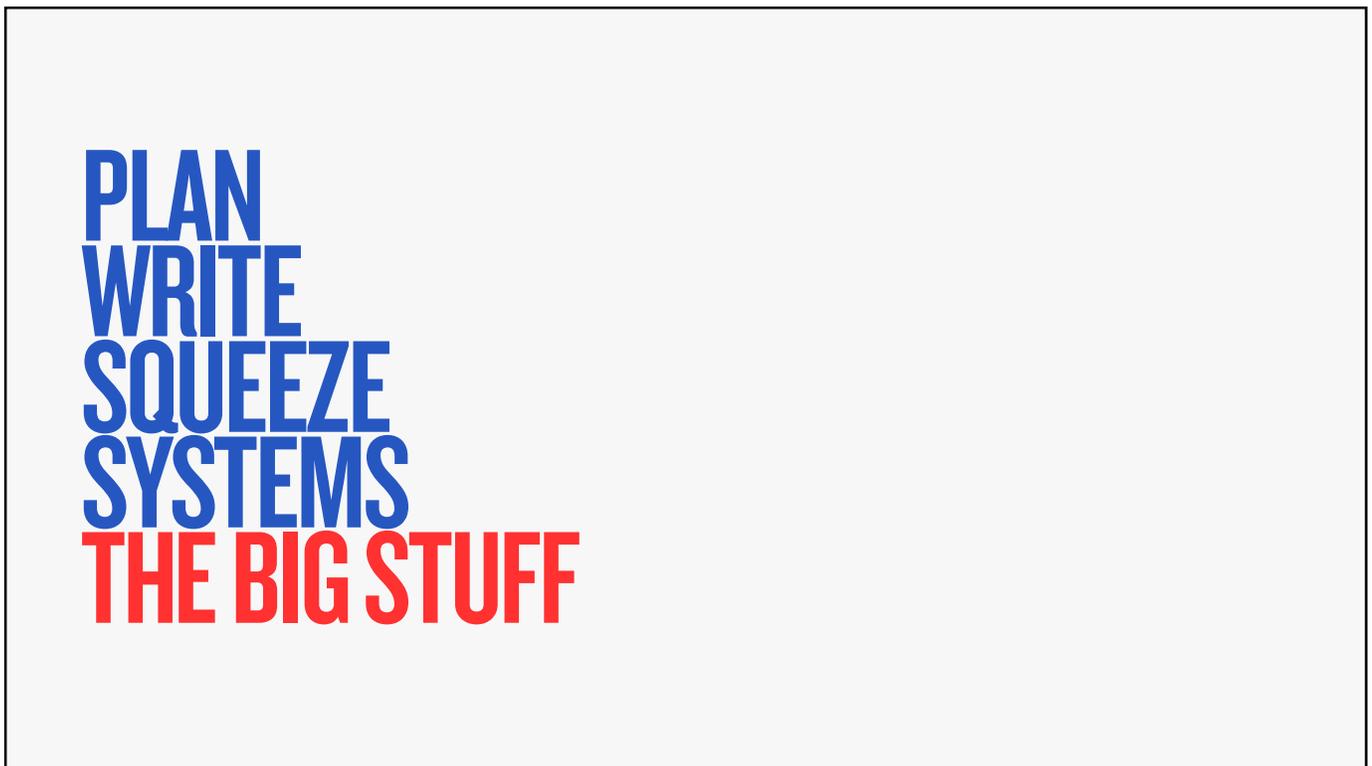
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“BOARD COMMENTS”

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Presented by **Erik Hanberg**

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