

Unit - 4**MEETING****4.1. Introduction**

Meeting is an assembly of people to discuss and decide on the problems and/or issues for the further improvement of the organization or the institutes which they belong to. Nowadays it has become very usual to conduct meetings for the solution of the problems appeared. Most of the organization, institutions, private and public offices hold meeting for their betterment, that's why meeting is formal, systematic gathering of the people concerned to the specific institutes to discuss and solve the problems. Thus the meeting is perhaps the most commonly practiced form of discussion in a professional organization.

The person who chairs the meeting becomes the leader to the group and usually has a higher stature or enjoys authority over the members. The chairman initiates, directs and controls the discussions and brings about the conclusion.

Meeting is a useful means of communication it is an effective management tool to reach a certain goal. Thus, it is a group discussion where it helps to achieve a certain goal. A survey report shows that any organizations or business company can spend nearly 21 weeks yearly in meeting. So it is always productive having its specific goal for small group meeting, committee meeting, board meeting and cabinet meeting of sectional heads.

4.2. Purposes of Meeting

There are a number of purposes of conducting the meetings. Some of the main purposes are as follows:

- To discuss and solve the problems
- To convey information to a group at one time
- To brief members on plans already made or work already done
- To give and get new ideas
- To get immediate reactions to new ideas, proposals and plans
- To exchange ideas and experiences

- To generate enthusiasm and a positive attitude

4.3. Characteristics of a Good Meeting

- Make sure everyone arrives on time most importantly the person chairing the meeting
- It begins on time
- It has a clear and easily understood purpose
- The right people are attending the meeting for whom the purpose of the meeting is meaningful
- The meeting has a written agenda, distributed prior to the meeting
- The agenda is followed and the meeting moves through the topics in lively pace
- Accomplishment of the meeting are summarized and distributed in writing.

4.4. Guidelines for a Good Meeting

- Agenda- list of things to be discussed in the meeting
- Who should attend
- Location and time
- Role of the chair- He is the person to maintain a positive atmosphere of the meeting in case heated discussion takes place.
- Role of participants- Do not include participants who are dead weights with no contribution at all. Choice of participants takes efficient and well contributors to reach the goal of meeting.

4.5. Notice

In order to call a meeting, a notice is circulated to all individual members of the organization. Generally it is the secretary who circulates the notice to the members but she/he does it under the suggestion and direction of the chairperson of the organization. If the organization consists of more members, the notice for a meeting is placed or put in the public places. It can also be broadcast through televisions or radios or published in the

newspapers. Whatever the ways of information, a formal notice contains the following points:

- The name and address of the organization
- The date on which it is issued
- The day /date and time of the meeting
- The venue of the meeting
- The agenda to be discussed(opt)

There are different ways of preparing the notices depending upon the means by which they are informed to the respective members. A notice to be published in the newspaper is different from a notice to be sent to the individual member. Normally notification can be done in the following ways:

- Formal notice put in the notice board
- Formal notice published in the newspapers
- Formal notice to an individual member
- Formal notice broadcast on television and/or in radio

Example

Mitory Youth Club

Baneswhor, Kathmandu

P. O. Box: 101010, Phone No: 01- 4433256, Fax: 01- 4433256

Date: 2012/1/5

Notice

It is to inform to all the executive members of the committee to attend the fifth regular meeting to be held on January 20, at 1.00 pm sharp at Hotel Fishtail, Jamal. Agenda for the meeting is given below:

Agenda:

- 5.01 Minutes of previous meeting
- 5.02 Appointment of an accountant
- 5.03 Income tax
- 5.04 Purchase of furniture
- 5.05. Schedule for the next meeting

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Ganesh Shrestha
Secretary

4.6. Minutes of the Meeting

Like formal letters, memos and reports, the writing of minutes also have certain conventions. Thus, in order to be able to discharge your responsibilities effectively it is necessary to know this convention. Minutes are the official records of discussions held and decisions made in the meeting. At the time of meeting a recording secretary will be appointed to write down and distribute the minutes of the meeting. Usually at each meeting, the minutes of previous meetings are read out or printed copies of the minutes will be distributed to the participants.

Minutes contain the main points of discussions, the recommendations made by participants, the task assigned to individual and groups and conclusion reached. These minutes are, however, not a verbatim (word to word) of the proceeding of a meeting. These are in fact a type of summary of what happens at a meeting.

To avoid wasting your time spent in meetings, be sure your notes and minutes answer these 10 questions:

- When was the meeting?
- Who attended?
- Who did not attend? (Include this information if it matters.)
- What topics were discussed?
- What was decided?
- What actions were agreed upon?
- Who is to complete the actions, by when?
- Were materials distributed at the meeting? If so, are copies or a link available?
- Is there anything special the reader of the minutes should know or do?
- Is a follow-up meeting scheduled? If so, when? where? why?

4.7. Do's and Don'ts

Do write minutes soon after the meeting--preferably within 48 hours. That way, those who attended can be reminded of action items, and those who did not attend will promptly know what happened.

Don't skip writing minutes just because everyone attended the meeting and knows what happened. Meeting notes serve as a record of the meeting long after people forget what happened.

Don't describe all the "he said, she said" details unless those details are very important. Record topics discussed, decisions made, and action items.

Don't include any information that will embarrass anyone (for example, "Then Joan left the room in tears").

Do use positive language. Rather than describing the discussion as *heated* or *angry*, use *passionate*, *lively*, or *energetic*--all of which are just as true as the negative words.

4.8. Writing Minutes at Meetings

These days, many of us find ourselves in the position of taking minutes without a clue of how to go about it. The following is a guide for making this task easier:

- Ensure that all of the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment. For formal and corporate meetings include approval of previous minutes, and all resolutions.
- Prepare an outline based on the agenda ahead of time, and leave plenty of white space for notes. By having the topics already written down, you can jump right on to a new topic without pause.
- Prepare a list of expected attendees and check off the names as people enter the room. Or, you can pass around an attendance sheet for everyone to sign as the meeting starts.

5. Decisions

The most important factors of meeting are decisions. Decisions are mentioned in the same order in which they were presented in the agenda list. One should try to mention the details of the decision as far as possible to avoid the confusions.

6. Closing signature

At the last of the decision, all the members present in the meeting should keep their signature to close it. But if the minute is not written instantly, at the presence of all members, it is the chairperson and the secretary who make the closing signature to close the minutes.

Example of Minutes

Mitory Youth Club

Baneswhor, Kathmandu

P. O. Box: 101010, Phone No: 01- 4433256, Fax: 01- 4433256

Date: 20/01/2012

Minutes

The Fifth Regular meeting of the executive committee of Mitory Youth Club was held at Fishtail Hotel, Jamal under the chairmanship of the president Ram Krishna Pandey on the presence of the following members to discuss and decide on the following agenda.

Present members:

Name	Post	Signature
1. Ram Krishna Pandey	President	
2. Toya Narayan Paudel	Vice-president	
3. Manju Khanal	Treasurer	
4. Ganesh Shrestha	Secretary	
5. Rajendra Khanal	Member	
6. Kamala Pant	Member	

7. Hari Phuyal	Member	
8. Prakash Neupane	Member	
9. Hem Raj Pandey	Member	

Absentees:

Name	Post
1. Youb Raj Gaire	Member
2. Anil Neupane	member
3. Pramila Lamsal	Member

The Decisions Made:**5.01 Confirmation of the Minutes of the Previous Meeting:**

The minutes of the previous meeting held on August 1 was unanimously approved

5.02 Appointment of an Accountant

The secretary of the club Mr. Rajendra Khanal reported that the work of the club had increased considerably. He proposed that a full time accountant be appointed. The committee approved the secretary's proposal and asked him to take necessary steps for the appointment of an accountant in the pay scale of Rs.25,000/-

5.03 Income Tax

Mr. Pandey (chairman) explained that he and Mr. Shrestha (Chartered Accountant) were seeking advice about:

- i. balancing of accounts
- ii. tax on the interest accrued and other incomes of the club.

As he had no time to go through it, the meeting felt the matter needed a detailed discussion and therefore decided to defer to the next meeting.

5.04 Purchase of Furniture

The members approved the purchase of 20 easy chairs and a new sofa set.

Mr. Ajaya Thapa was asked to make quotations from Shivani Suppliers.

5.05 Schedule for the Next Meeting

The scheduled date for the next meeting was fixed to be held on 25th of this month.

As there were no any other matters to be discussed further, the meeting ended with vote of thanks.

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Secretary

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Chairperson

EXERCISES

1. Suppose yourself a NESCO secretary, write a notice on behalf of NESCO president to the executive committee members to attend an urgent meeting to be held at NESCO on the topic PU and its evaluation scheme.
2. Imagine yourself a secretary of your college, and prepare a notice to inform to all the teaching staffs, non-teaching staffs and the students about the college day to be celebrated soon. Mention a list of the programs to be run on that day.
3. Imagine you are the reporting secretary for the 7th meeting of your club's general assembly held at 10.00 a.m. Monday, 16th December 2011. Write the minutes of the meeting with following agenda.
 - 7.01 Adoption of minutes of the previous meeting.
 - 7.02 Election of new Executive members.
 - 7.03 Election of new president
 - 7.04 Oath taking.
 - 7.05 Speech by out going president
 - 7.06 Speech by new president