

Unit - 4 MEETING

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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 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

Mitery 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
- AOB

.....
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.

- To be sure about who said what, make a map of the seating arrangement, and make sure to ask for introductions of unfamiliar people.
- Don't make the mistake of recording every single comment. Concentrate on getting the gist of the discussion and taking enough notes to summarize it later. Think in terms of issues discussed, major points raised and decisions taken.
- Use whatever recording method is comfortable for you, a notepad, a laptop computer, a tape recorder, a steno pad, or shorthand. It might be a good idea to make sound recordings of important meetings as a backup to your notes.
- If you are an active participant in the meeting, be prepared! Study the issues to be discussed and have your questions ready ahead of time. If you have to concentrate on grasping the issues while you are making your notes, they won't make any sense to you later.
- Don't wait too long to type up the minutes, especially while your memory is fresh. Be sure to have the minutes approved by the chair or facilitator before distributing them to the attendees.
- Don't be intimidated by the prospect of taking minutes. Concise and coherent minutes are the mark of a professional. The very process of recording minutes can give you a deeper understanding of the issues faced by your organization along with ability to focus on what's important.

Example of Minutes Form

Name of Organization:			
Purpose of Meeting:			
Date/Time:			
Chair:			
Topic	Discussion	Action	Person Responsible
1.			
2.			
3.			

4.9. What is the Purpose of Minutes?

Minutes are written as an accurate record of a group's meetings, and a record decision taken. They are useful because people can forget what was decided at a meeting if there is no written record of the proceedings. Minutes can also inform people who were not at the meeting about what took place.

4.10. Who Writes the Minutes?

It is normal practice for one person at each meeting to be given the task of writing the minutes. It may be the same person at each meeting, or the task may be rotated.

4.11. What do the Minutes Contain?

Before each meeting an agenda should be drawn up, detailing the matters to be discussed at the meeting. A set of minutes should normally include the following information:

- time, date and place of meeting;
- list of people attending;
- list of absent members of the group;
- approval of the previous meeting's minutes, and any matters arising from those minutes;
- for each item in the agenda, a record of the principal points discussed and decisions taken;
- time, date and place of next meeting;
- name of person taking the minutes.

4.12. Tips

Distribute (by email) the agenda *before* the meeting, so that members of the group have a chance to prepare for the meeting.

Include an item "AOB" (Any Other Business) at the end of the agenda as a place to include last-minute items.

Keep the minutes short and to the point. Don't waffle. If you want to record every word said, you might consider a tape recording to *supplement* the minutes.

Either write the minutes as the meeting happens (if the minutes secretary is a fast typist), or write immediately after the meeting. The sooner they are done, the more accurate they are.

4.13. Components of the Minutes

Generally, minutes entail the following parts or components though there are different ways of writing minutes:

1. The introduction or initial statement

A short paragraph is written at the beginning of the minutes which gives a brief information about the following points:

- The number of meeting
- The name of the organization, institute, committee, etc.
- The chairmanship of the meeting
- The venue of the meeting
- The date and time of the meeting.

2. Attendance

It is a list of the persons attended the meeting. If there are certain number of members absent, you can list them as absentees. The attendance includes the following points:

- name of the member
- post/position of the member
- signature of the member

3. Special attendance

Sometimes some special persons from outside the organization are invited to contribute something for the meeting. In such cases, these persons are mentioned separately which is called the special attendance. This includes:

- name of the person
- post/position of the person
- name and location of the organization s/he is concerned
- signature of the person.

4. Agenda

The agenda discussed at the meeting are clearly mentioned in accordance with the order they were presented. Agenda are normally written in phrase structures.

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

Mitery 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 Mitery 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.

.....

Secretary

.....

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

4. Imagine that you are a secretary of a club. The fifteenth meeting of your club was held on 14 March 2011. Write the minutes of the meeting concerning the following agendas:

7

- 15.01 Appointing an office secretary
- 15.02 Arranging club's general meeting
- 15.03 Purchasing some computers for the club
- 15.04 Distributing charity to earthquake victims

5. Imagine that you have been appointed the reporting secretary for the seventh meeting of the Executive Committee of the Manang Departmental Store held on Feb. 2, 2006. Write the minutes of the meeting assuming the agenda to be as follows:

- 7.01 Adoption of the minutes of the last meeting
- 7.02 Appointment of sales manager
- 7.03 Proposal for the extension of a storeroom
- 7.04 Complaints regarding the quality of groceries

