

Resources for Holding Effective Meetings

Note: Ann Becker and Associates developed this Resources about Meetings document for The Grand Victoria Foundation's 2004 Annual Meeting of The Community Works Program

Board Café www.boardcafe.org

Published by CompassPoint, Board Café is the electronic newsletter exclusively for members of nonprofit boards of directors. To read an article from the January 2002 issue of Board Café on *Ten Quick Ways To Improve Board Meetings*, go to www.nonprofits.org/npofaq/17/70.html. This article includes links to other meeting-relevant articles in past issues of Board Café.

BoardSource www.boardsource.org

Formerly the National Center for Nonprofit Boards, BoardSource offers practical information, tools and best practices, training, and leadership development for board members of nonprofit organizations worldwide. Their publications address the full range of board issues and include the following Advisory Committee and meeting-related publications:

- *Advisory Councils*
- *The Board Meeting Rescue Kit: 20 Ideas for Jumpstarting Your Board Meetings*
- *To Go Forward, Retreat: The Board Retreat Handbook.*

The Community Store www.thecommunitystore.com

Carl Moore's The Community Store focuses on providing facilitation skills and conflict resolution services to build consensus and get things done. It offers a publication, *The Facilitation Manual* (\$10, available by emailing carl@thecommunitystore.com), which includes descriptions of an array of processes such as Nominal Group Technique that people can use with groups to help them generate, develop, and select among ideas.

University Associates www.universityassociates.com

University Associates (UA) is a 30 year old human resources publishing, consulting, and training company that has, in the past, published many excellent books about meeting management. Today they still offer publications related to meeting planning, conduct, and follow up even though they are not categorized under those terms. You can browse the available book, media, and software titles on their website. Try looking under facilitation, project management, and teams.