

# California Community Theatre

Top Ten (or More) List

## Board of Directors Meetings Tips

This is a list of successful tips and advice for Board of  
Directors (or other types of) meetings

**California**  
**Communi****theatre**

# Tips for Successful Board of Directors Meetings

- Organization and moderation.
- Good planning.
- Stay on track of the discussion.
- Don't stray into laying blame for anything that went wrong, Just find a solution.
- Stick to the agenda!
- Drama Free Zone.
- Make sure everybody has an action list before the next meeting and follow up with board members. Hold each other accountable.
- Paper trail!
- Have the BOD Prez keep things moving. If a convo starts to bog down with too many opines, the prez will send it to a committee for further discussion.
- Lay out the etiquette or 'rules' at the start of the meeting. It's a good reminder for current members and a great way to introduce things to new members.