

# AGENDA

## NAME OF GROUP

Davidson Family Reunion

## DATE

8 AUG 2009

## TITLE OF MEETING

Business Meeting for the Davidson Family Reunion (2009)

## STARTING TIME

Family members arrive at 12:01 PM  
After Registration, Potluck and Quiz, Games and Talent Show  
Business Meeting starts 2:30 PM

## MEETING CALLED BY

Jim Davidson

## ENDING TIME

3:30 PM

## PLACE

Cold Springs Ontario, Hamilton Township Hall

## MEETING TYPE

**Planning**  
**Combination**  
Problem-Solving  
Decision Making  
Reporting and Presenting  
Reacting and Evaluation  
Leaderless

## BACKGROUND MATERIALS

## DESIRED OUTCOMES

To have a group handling the next reunion.  
To have a resource binder and ideas folder for that group.

## PLEASE BRING

Denise to bring Flip Chart Paper, Markers, Masking Tape, perhaps CHASEO Board of Director's course book

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## MANAGER/CHAIRPERSON

Jim Davidson

## MEETING METHOD

**Interaction Method**  
Robert's Rules of Order

## FACILITATOR

One of the teachers amongst us

## RECORDER

## GROUP MEMBERS

All the family

## OBSERVERS

## RESOURCE PERSONS

## DECISION MAKING METHOD

**Consensus**  
~~Majority Vote~~

## FINAL DECISION MAKER

General Membership

Electronics

## SPECIAL NOTES

This is an attempt to form committees and identify "Host" families to organize and do the necessary things for successful reunions. An organizing committee may be formed..

ORDER OF AGENDA ITEMS	PERSONS RESPONSIBLE	PROCESS	TIME ALLOCATED
1. Introductory remarks	Jim	Report	10 Minutes 2:40
2. Davidson Family Reunion mandate	Jim	<i>Step 1. Harvest Ideas</i> Examination	15 Minutes 2:55
	Family to look at the wording	- Articles of Incorporation - Operating Agreement - By-laws - Co-op Act - Rochdale Principles -Example: Real Food Co-operative Articles of Incorporation and Objectives as modified	
		Develop	15 Minutes 3:10
		- A wording for The Davidson Family Reunion mandate (use action words)	
3. Brainstorming on committees	Family	-Look at the Family's values, culture and current attitudes... this. Possible questionnaire that may be needed to get those who are unable to make it, if we are not ready yet at this table	10 Minutes 3:20
4. In Memoriam	Family	-Reading of names and a minute of silence in their honour	
5. New Business and Wrap-up	Family	-Any ideas from the floor and any discussion	10 Minutes 3:30
6. Date of next reunion	Family	Consensus	3:30
7. Adjournment	Family	Consensus	3:30

Following the meeting: at the Davidson homestead

i. Chose a method for developing an Social Committee for the Reunion	Group	<i>Step 2. Select Ideas</i> Use one or several methods from the text books	25 Minutes	4:55
ii. Write up a proposal and decide it's distribution and communication strategy	Group	<i>Step 3.Planning</i> -Produce a Draft Wording tonight -Decide Final Wording by whom? -Decide Completion Date -Determine resources	10 Minutes 5 Minutes 5 Minutes 5 Minutes	5:05 5:10 5:15 5:20
iii. Set Time and Date for Next Meeting	Group	Consensus		
iv. Coffee and Supper	The Homesteaders (with help from people coming)			

Checkerboard approach

Ask what others have done?

Cutting up and moving around problems

Evaluation (How Criteria Pay Off-developing explicit criteria, Ideas: the Criteria Checkerboard-generating criteria)

Rank for Preference

Sort by category

What I like about...

Decision-Making (It Needn't be all or Nothing, Build up and Eliminate, Try Straw Voting, When to back off, When to go for an Executive Decision, When to Go for Majority Vote)

Planning (No more crystal ball, Look ahead via the Precedence Network, How to work backward, Again ask the Basic Questions, Apply the Goals-and-Objectives Method)

Make your Solution Work

Feedback: Did it Work?



From "Meetings in an Hour or Less..." by Steve Kaye 658.456K23 (Alta Vista Branch)

*Step 1. Ideas Harvest*

1. Brainstorms (participants accumulate an large quantity of ideas)
2. Balanced Dialogue (each participant receives an equal time to state views on an issue)
3. Force Field Analysis (gather ideas from opposing sides - pros and cons)
4. Cause and Effect (identify causes that contribute to an effect... providing a structure for discovering and collecting those causes)
5. NGT (Nominal Group Technique) (a tool that provides a formal structure for gathering, discussing, and voting on options)
6. Affinity Diagram (structured disorder... creative thinking process that collects and organizes ideas)
7. Plus/Delta (process collects ideas on how to improve)
8. Discussion (unstructured process where the participants exchange ideas on an issue)

*Step 2. Sort the Harvest (Select Ideas)*

9. Standard Voting (aye, nay) (participants make yes/no decisions by voting for or against issues)
10. Dot Voting (participants select items from a list based on some criteria)
11. Weighted Dot Voting (as above but dots have different values)
12. Fail Safe Voting (prevent harmful decisions) (helps participants select and veto candidate items... win/win decisions)
13. Ranking (helps a group prioritize a list of options)

*Step 3. Results (Make Plans)*

14. Action Items (Converting Ideas into Reality)
  1. Task
  2. Who
  3. Completion Date
  4. Resources

- Leadership (Create Success)
- The Agenda (Start by knowing the plan)
- Encourage Success
- Rise Above Challenges
- Facilitation
- Uh Oh! (When Problems Appear)
- Escaping Dead Ends (When you need a way out)
- Difficult Behaviours (Situations That Stall Progress)
- Effective Meetings