

Board Meeting Evaluation Tool

| | YES | NO |
|---|-----|----|
| Meetings started and ended on time. Time management techniques were effectively used. | | |
| Ground rules were developed and enforced. | | |
| All members participated equally. | | |
| All opinions were heard and respected. | | |
| Discussions were purposeful and followed the agenda. Discussions stayed on target rather than digressing to off topic subjects. | | |
| Materials including agendas are circulated ahead of time and members are invited to provide their ideas. | | |
| Meeting minutes were approved as the first order of business at every Board meeting. | | |
| Materials that required in-depth study and analysis were published prior to the meeting. | | |
| Topics that could not be resolved by the Board were assigned to committee for in-depth analysis. | | |
| Board members attendance is high so as not to impede the business of the Board. | | |
| Ad hoc meetings were appropriately used. | | |
| The Board effectively communicated between meetings to build cohesion. | | |
| Meetings were documented and minutes were shared with group for review prior to the next meeting. | | |
| Other: | | |
| Recommendations going forward: | | |