Brief Board Meeting Evaluation

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please take a few moments to provide feedback on this board meeting so that we may work to create the most effective meetings.

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| Answer each question using the following scale. 1 = poor, 5= excellent | Your response |
| 1. The meeting began on time and ended as promised.
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| 1. The agenda was structured in a way to allow the maximum time for the most important discussions.
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| 1. Materials were sent in advance, and board members were prepared for discussion.
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| 1. The board avoided getting into administrative/management details and was able to keep the focus on higher level questions.
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| 1. A diversity of opinions was expressed and issues were dealt with in a respectful manner.
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| 1. The board chair guided the meeting effectively and everyone who wanted to participate was afforded the opportunity.
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| 1. Next steps were identified and responsibilities assigned.
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| 1. All board members were either present or gave good rationale for why they could not attend.
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| 1. The meeting room was comfortable, convenient and conducive to work.
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| 1. The group worked effectively together and enjoyed each other’s company.
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| Comments |
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