unitcare services
PEACE OF MIND FOR UNIT OWNERS

Meeting Hints & Tips for Self Managed Groups

General Introduction:

- Have everyone fill in a self adhesive name tag & introduce themselves.
- Have everyone check in at the start of the meeting by signing next to their unit on the owner list.
- Try to set a finishing time to aim for. (Suggest 60-90 minutes)

Note Taking:

- Record only the decisions made, **not** a word for word account of the discussion.
- Include an action plan. i.e. Record what action was decided on, who is responsible and a date by which they are to accomplish the action.

e.g. "After discussion it was decided that Jo Smith will arrange for two quotes for new letterboxes to be presented to the management committee before (date)"

Keeping the meeting on track:

- Follow agenda items.
- Stick to the facts.
- Focus on the immediate agenda item for discussion.
- Avoid discussing other items on the side. If need be, stop the side discussion and request it may be more appropriate at a latter stage in the meeting.

Voting:

- Try to have a clear majority vote on all important decisions. If the vote is tied, encourage more discussion on the topic before voting again.

Chairperson Hints:

- Try not to take sides.
- Bring in the 'quiet ones'.
- Paraphrase discussion & check back.
- Build up good ideas.
- Don't forget to vote yourself.