

A spiral-bound notebook with a light beige, textured cover and a silver metal spiral binding on the left side. The notebook is open to a blank page with faint horizontal lines. The text "Moving forward at every meeting" is written in a brown, serif font across the middle of the page.

Moving forward at every meeting

# Voting

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- ✓ Forces people to take positions or take sides on an issue.
- ✓ Makes members feel unimportant.
- ✓ Members may lose interest or quit participating.
- ✓ Can cause a disruption in the group.

# Consensus

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✓ Doesn't mean compromising.

✓ Can accept different ideas without feeling that you are losing out.

✓ Does take time. Allow for this.

✓ Group can revisit issue later.

# Consensus Building

## Examples

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- ✓ Nominal Group technique
- ✓ Brainstorming
- ✓ Paired Weighting
- ✓ Understanding Group Consensus  
(Wilderness Survival Exercise)

# Others Thought on Consensus

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- ✓ Focus on defeating the problem, not each other.
- ✓ Seek facts to resolve problems.
- ✓ Accept conflict as being helpful.
- ✓ Avoid self-oriented behavior when it excludes the needs of others.

# Brainstorming

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- ✓ Can be used to generate a list of ideas to identify
  - needs
  - goals
  - problems
  - solutions
  - resources

# Ground Rules of Brainstorming

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- ✓ Need for large response.
- ✓ Important for everyone to be involved.
- ✓ Solicit ideas that are unique or original.
- ✓ Try to build on the ideas presented.
- ✓ Do not allow negative comments on ideas suggested.
- ✓ Keep a record of the ideas.

# Nominal Group Technique

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- ✓ Group lists all of the concerns or issues on the current topic.
- ✓ This list is sorted and like items condensed. This has to be agreed to by the person who submitted issue.
- ✓ Each member ranks their top five concerns (5 being highest and 1 being lowest concern)
- ✓ These are placed next to each issue.
- ✓ Results are tallied, points/members who voted.

# Nominal Group Technique Example

Crawdad Lake

Concern/Issue	Points	Number of Votes
Lawn fertilizer runoff	24	8
Aquatic plant management	7	3
Geese	12	5
Water quality/dirty water	28	9
Construction runoff	41	10
drinking water	20	6
wildlife	20	4
good fishing	3	3

# Agenda

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- ✓ Welcome
- ✓ Review ground rules, how the group will make decisions, purpose or goals for meeting.
- ✓ Review and change agenda.
- ✓ Discuss agenda items.
- ✓ Complete Action Register

# Agenda

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- ✓ Discuss next meeting's agenda.
- ✓ Summarize meeting.
- ✓ Set next meeting (date, time and location)

## **Agenda**

### **Crawdad Lake Watershed**

Welcome

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Review Ground Rules

Reading of Minutes

Approval of Minutes

Additions or Corrections to Agenda

New Business

- a. Consensus of what the group wants to work on: Data Collection or funding for Best Management Practices
- b. Stakeholder participation
- c. Coordinators report

Old Business

- a. Grant proposal submittal
- b. Watershed plan development
- c. Sub committee reports

Action Register

Next meeting's agenda, location and time

Summary of meeting

# Minutes

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- ✓ Who will keep the minutes.
- ✓ The minutes and Action Register should be maintained by the same person.
- ✓ Different person could write the Action Register down during meeting.

# Assigning tasks

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- ✓ Once a problem is defined and consensus is reached someone has to complete the work to get the group's desired result.
- ✓ To keep track of who is doing what an Action Register can be developed.
- ✓ What is important is what works for your group. Most important someone follow up on seeing work is completed.

**Action Register  
Crawdad Lake**

**Meeting:**

**Date:**

<b>Problem/Issue</b>	<b>Action Step</b>	<b>Target Date</b>	<b>Person Responsible</b>
Lake home owners not involved with watershed project	Contact lake home owners and explain watershed project and ask for their involvement	October steering committee meeting	Watershed Coordinator
Unknown source or cause of orange material along lakeshore	Contact Health Department to visit site, collect samples, and identify source if possible	December steering committee meeting	Watershed Coordinator, USDA-NRCS, SWCD committee member

# Capturing Discussion

## Summarizing

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- ✓ Important to review what happened at the meeting prior to ending the meeting.
- ✓ Who will do what and by when.
- ✓ Group members understand what they are responsible for.
- ✓ Members understand they can ask for help from others.

# Related Issues

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- ✓ Action register, Summarizing, and Agenda should not be the focus of the meeting. Take only a few minutes to do these things but make sure there is time left at the end of the meeting.
- ✓ Group needs to understand short and long term goals.

# Related Issues

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- ✓ Attendance is important. Missing meetings can disrupt future meetings.
- ✓ Effective Listening.
- ✓ Conflict Resolution.

# Between Meetings

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- ✓ Sending agenda and minutes prior to next meeting and how.
- ✓ Following up on tasks on Action register
- ✓ Confirming meeting location.
- ✓ Special arrangements/ video equipment

A spiral-bound notebook with a cream-colored page and a dark brown cover. The spiral binding is on the left side. A horizontal line is drawn across the page, dividing it into two sections. The word "Questions" is written in a dark brown, serif font in the center of the lower section.

# Questions