

# HOW TO HAVE SUCCESSFUL CO-OP MEETINGS



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## **Overview:**

1. Prepare for the meeting – make a flyer, create an agenda, prepare any documents needed for the meeting, plan for interpretation if necessary
2. Start on Time!
3. Make the meeting open to all residents
4. Take minutes (notes) of what is discussed and what decisions are made
5. End the meeting with a positive note

## **Some of the reasons a co-op will have a meeting are:**

- A general meeting is vital for creating a strong, unified association. Many associations have monthly general meetings.
- Update the members about the work the board of directors is doing.
- To hear financial updates or administrative updates from the management company. This is a great chance to make sure that everyone knows where the money goes and why charges have to be raised sometimes.
- To create a feeling of ownership among everyone. Keep people involved and updated!
- To keep all members of the association involved in the association's work. You can create working groups and give updates to members.
- To hear the opinion of all tenants about important issues in the building.
- To vote on important decisions, or to elect the new board of directors.
- Take this opportunity to get names, apartments, and phone numbers of all attendees.
- Meetings don't have to be all business. Have some fun as well. Have an occasional party or picnic, encourage some socializing. Get to know each other!
- Don't have a meeting if there is nothing to discuss! Meet regularly but not so often that people will feel over-taxed or bored.

## **Planning a Meeting:**

- Planning is one of the most important elements for a successful meeting
- Determine the goals of your meeting beforehand
- Review minutes (notes) from past meetings for agenda items
- Make an agenda for the meeting, outlining every item to be discussed and how much time each item will take. Include time for questions and comments
- Plan activities or invite special guests. Invite your ANC member, councilmember and the authorities (police/fire, etc.), especially if you have safety and/or security concerns.

## **Roles of the Officers / Board Members in the Meeting:**

- The President, Vice-President, or Facilitator calls the meeting to order, reads the agenda for the meeting, and keeps order by calling on people to speak
- The Secretary reads the minutes from the last meeting
- The Treasurer should give a short report, including the names of new members, any updates about the financial status of the co-op, and any other changes



If you have any questions about having a tenant association meeting

### Running the meeting:

- The officers should arrive to the meeting early and bring copies of the agenda and any other documents needed for the meeting.
- Make sure that everyone has a copy of the agenda, minutes of the previous meeting, and all other documents.
- The meeting should start on time and finish on time and everyone should know that this will be the case.
- Have a Timekeeper to make sure the meeting stays on schedule with the agenda, time is not taken up by any one item, and that the meeting doesn't go on forever.
- If an issue needs more time, a working group can be created to explore the issue and come back with recommendations.
- The opening of a meeting is important. The Board president or vice-president should call the meeting to order and explain the purpose of the meeting.
- Make sure everyone has a chance to share their ideas. It's okay to ask specific people what they think!
- The facilitator should also be prepared to gently remind people when they're talking too much.
- The very best meetings generate new and exciting ideas. Encourage everyone to share their thoughts!
- Effective meetings should be action-orientated. Therefore, at the end of every agenda item, it should be clear what has been agreed, who is to be responsible for implementing this agreement, and what is the timescale for implementation
- When side issues come up, help the group get back on track. If the issue sounds important, check with the group: "We're talking about a new issue—is this something important that we should take time to discuss?" If the group thinks this is an important topic or a controversial issue, the facilitator should be flexible with the timetable in the agenda
- Write down issues that come up that you don't have time to address so you can cover them in the next meeting
- Don't use the meeting time to make personal attacks on a fellow member.



### How to Conclude the Meeting:

- The facilitator should summarize the decisions made at the meeting
- Thank everyone for their contributions and ideas
- Set a date and time for the next meeting
- Make sure everyone knows what they are responsible for doing before the next meeting. Sometimes it is a good idea to go around the room and have everyone say what they're going to do.
- End on a positive note!
- Follow up with people after the meeting to make sure they are completing their assigned tasks.