

Cindy Snell
3616 Kingman

The Role of the Meeting Chairperson

" You are the enabler; Lead, but do not dictate."

-Prior to the Meeting

1. Agenda
2. Phone Calls
3. Bylaws
4. Parliamentary Procedure
5. Special Equipment
6. Arrive Early

-During the Meeting

1. Begin on Time
2. Preside and Enable
3. Listen *correct statements? feelings?*
4. Introduce Each Subject
5. Stimulate and Balance Discussion
6. Clarify
7. Assist and Guide *entertain motions, suggest more ideas,*
8. Keep on Course *end on time*
9. Summarize
10. Adjourn *- phone after mtg to remind each of responsibilities*

-After the Meeting

1. Thank Members
2. Proof the Minutes
3. Attach "To Do" List
4. Begin Next Meeting Agenda

Have Secy make to do list beside minutes
keep thru month

Minutes are legal documents

Requirements of Minutes.

State 1. Name of Comm, ② Kind of mt, ③ date, time place, who presided, ④ Attendance, who late, left early ⑤ Approval, correction of minutes

Middle of Minis.

1. Separate paragraph for subjects
2. Motions - state as made & who, approved or defeated by # of votes.
3. What was decided

THE VERY FIRST MEETING

BEFORE

1. Do your homework.

This includes such things as visiting with the past chairman; reading past recommendations; knowing if you have a specific task to do; knowing which specific skills need be present on the committee.

2. Select your committee.

This includes approaching candidates frankly and as honestly as possible about the commitment involved. Keep in mind the ideal size of the committee.

3. Determine date and place.

If at all possible try not to have it at your home. The chairman will have more than enough preparation to do.

4. Prepare agenda and mail to prospective committee members.

Keep in mind that the purpose of most first meetings is to think long-range and not to make detailed decisions.

DURING

1. Plan social time.

Give your committee plenty of time to get to know one another. It will be much easier to get down to business once everyone feels a comfort and trust level has been established. Perhaps you might want to consider a few ice-breaker games for starters.

2. Give background information.

Include such things as how the committee is currently designed to function and the kinds of things last year's committee recommended.

3. Briefly explore goals and objectives.

A technique which might be helpful for this can be done on newsprint on which three categories appear: Start/Stop/Continue.

4. Build in a meeting break.

Do this approximately 25 minutes into the meeting. Normally this is a lag time and people's attention tends to wander. Standing up or getting coffee can help revitalize interest. Or just a light business item requiring little brain power.

5. Know individual's expectations.

This perhaps is less intimidating if done on paper but can be done orally as well. Find out why they expressed an interest in the group; what they hope to gain by being a part of it; which aspect of the job they think will appeal to them most; any general guidelines or expectations under which they wish the group to function.

6. Establish group norms.

This is a good time for the chair to state his/her expectations. Some of the basics would be starting and ending on time; expecting members to call if they are unable to attend; stating how decisions will be reached; how to get an item on the agenda, etc.

AFTER

1. Read through expectations.

This will help the chair determine if individuals seem suited to serve on the committee.

2. Make follow-up phone calls.

Find out if the person is still interested in serving after finding out more about the committee. Ask if they are still willing to serve. This kind of approach usually produces more committed members.

3. Highlight special interest areas.

Try to match the member to a job that suits them.

RESPONSIBILITIES OF THE SECRETARY

He/She should:

- A. Inform all committee members of the time and place of meetings. Except for the first meeting this is done through the minutes.
- B. Write any letters designated by the chairman.
- c. Keep a record of attendance at committee meetings.
- D. Be on hand a few minutes before a meeting is called to order.
- E. Take minutes at all meetings. With the first set of minutes include a complete list of committee members, addresses, zip codes, and phone numbers.
- F. Have past minutes of the committee with you so, if necessary, reference can be made to them.
- G. Keep copies of other committee information such as goals and objectives, statements of purpose, position statements, etc.
- H. Have a copy of the bylaws, standing rules, list of members, and a list of unfinished business.
- I. Distribute copies of minutes to the proper people.

AIDS IN WRITING OF MINUTES

1. Keep agenda handy as an outline.
2. Ask for written copies of all motions so that they are sure to appear exactly as stated.
3. Write the minutes as soon as possible after the meeting. If possible have them typed before mailing them.
4. Make the minutes clear and concise. Review the minutes with the chairman before distributing them.

MEETINGS AND MINUTES

Agenda

Introductions	Jo Brown, Mary Kelly, Participants
Goals and Objectives	
The Very First Meeting	Mary Kelly
Preplanning of Meetings	Jo Brown
Physical Arrangements	Mary Kelly
Break	Everyone
Role of the Chairman	Jo Brown
Meeting Hints	Jo Brown, Mary Kelly, Participants
Minutes	Mary Kelly
Questions, Summary, Evaluations	Mary Kelly

Did you know that more than 11 million meetings are held in one day in the United States alone? If each of us were to attend only four hours of meetings per week, in one lifetime that would total almost 365 days. Community organizations are run by meetings, and that means time. How can we put that time to its best use?

What concerns you about conducting meetings?

What hint can you share that makes meetings run smoothly?

Reports,

reminders of time place,
other inf. ~~on~~ cover letter
use cover letter for deeper inf.

Hi Everyone- state to call if can't come
Looking forward to seeing you at our
next meeting. I heard so many good comments a-
bout our training. Thank you all so much for
making it such a success!

Sample

TIME: 9:15 Social, 9:30-11:00 Meeting

DATE: November 10, 1983

LOCATION: Jane Doe's Home
303 Elm Street

HOSTESS: Kay Smith

EDUCATION COMMITTEE AGENDA

TOPIC	PERSON RESPONSIBLE	PURPOSE	TIME REQUIRED
Announcements <i>Minutes</i>	Chairman	Information	10 minutes 9:30
-Sign up for January Session <i>1. last imp. things</i>	Everyone	Decision	5 minutes 9:40
-Turn in coordinator's folders and distribute evaluation summaries <i>2. Most imp. or</i> **Everyone, please bring 10 copies <i>guest</i> of your evaluation summaries <i>speaker</i>	Everyone	Information	5 minutes
-Recommendations for improving our January training <i>3. Small + quick</i>	Everyone	Discussion	20 minutes
-Review October training form <i>4. next imp.</i>	Everyone	Information	15 minutes
-Review new January planning form <i>5. Small + imp.</i>	Everyone	Information	15 minutes
-Determine what should be done with extra money <i>6. Vary Reports</i>	Everyone	Decision	20 minutes
-Schedule next meeting -hostess -location <i>7. End mtg on positive agreeable item</i>	Everyone	Decision	5 minutes
<i>8. Don't start with controversial thing</i>	<i>Expectations of committee, of me</i>		

*know By-laws, Roberts rules
Call people on Agenda,
Practice - & make "to do" list*

Meeting time:
Date:
Location:

AGENDA

TOPIC	PERSON RESPONSIBLE	PURPOSE	TIME	TIME REQUIRED

BYLAWS

DRAKE NEIGHBORHOOD ASSOCIATION

Article 1. Name

Section 1. The name of this association is the Drake Neighborhood Association.

Article 2. Boundaries

Section 1. The boundaries of the association shall be the McVicar Freeway, 42nd Street, Franklin Avenue and Harding Road.

Article 3. Purposes

Section 1. To gain awareness and instill pride in our neighborhood.

Section 2. To make our neighbors feel secure in their persons and belongings.

Section 3. To preserve and beautify our neighborhood.

Section 4. To promote a healthy business climate for area businesses.

Section 5. To encourage a self-help attitude in our neighborhood.

Article 4. Membership

Section 1. Membership in the association is obtained by payment of annual dues, to be established by the board of directors with approval of the general membership.

Section 2. Membership in the association shall generally be open to persons who live, work, own property or worship within the association's boundaries.

Article 5. Fiscal Year

Section 1. The fiscal year of the association shall be the calendar year.

Article 6. General Membership Meetings

Section 1. The general membership shall meet at least six times each year. Additional meetings are encouraged. Notice of meetings will be at least ten days.

Section 2. At each meeting, new members shall be welcomed and the president or his designee shall devise methods of encouraging those in attendance to get acquainted.

Article 6. General Membership Meetings, Cont.

Section 3. Minutes of all board of director meetings shall be available at all general membership meetings. Copies of the minutes of the latest meetings shall be available for members to keep.

Section 4. There may be a portion of each general meeting devoted to business. The business meetings shall be conducted by the president or his designee.

Section 5. At each meeting, there shall be time devoted to membership inquiries about the board's activities and to membership suggestions.

Section 6. At each meeting, there shall be devoted a time during which members may request the board to take action. There shall be a report from the president to the membership concerning the board's response at the next general meeting, if possible, or at the next soonest possible date.

Section 7. The general membership shall be consulted on policy issues.

Article 7. General Membership Business Meetings

Section 1. Business at general membership meetings will be informational, with the president underscoring activities of the board of directors and reminding members of upcoming events.

Section 2. For the occasion when formal meetings are needed, the following procedures shall be followed:

- a. The president shall declare that the meeting is a formal meeting.
- b. Roberts Rules of Order, revised, shall prevail.
- c. Decisions taken by the general membership shall be determined by a show of hands.
- d. A majority of those present shall be required for approval of membership action.
- e. The president shall have the authority to defer action on any proposal until a date certain. If possible, the deferral shall be no more than 60 days.
- f. The membership may agree, upon the president's suggestion, to defer action until the board has made a recommendation.
- g. The president may establish ground rules for the debate on any proposal, including time limits for each side and for the entire debate.
- h. Groundrules shall be established at the time the issue is deferred.

Article 8. Board of Directors

Section 1. The board of directors shall consist of fifteen persons, including the officers of the association, for a term of two years, elected by the association.

Section 2. The officers of the board of directors and of the association shall be president, vice president, secretary and treasurer.

Section 3. The board of directors shall exercise all powers vested in it by the general membership and shall be responsible for the business of the association.

Section 4. Seven members of the board of directors shall constitute a quorum and an affirmative vote of the majority of all members shall be required for approval of any action.

Section 5. Meetings of the board of directors shall be held at least monthly. Special meetings may be called by the president or by written request of five members of the board. The purpose of the call shall be stated in the notice to members at least ten days in advance.

Section 6. Members of the board of directors are expected to attend meetings. Members missing four consecutive meetings may be replaced on the board unless the board, by majority vote, permits the member to remain.

Section 7. Members of the board of directors are expected to attend general membership meetings.

Section 8. In case of emergency or convenience, if the president determines a meeting of the board of directors is not feasible, a proposal may be voted upon by the board of directors by mail or telephone. Affirmative votes by a majority are needed for any action and the secretary shall provide a written record of any action taken.

Section 9. Members of the board shall represent the diverse nature of our neighborhood.

Article 9. Nominating Committee and Elections

Section 1. The nominating committee shall be composed of three members appointed by the president with approval of the board of directors. The chairman of the committee shall be named by the president.

Section 2. The nominating committee shall secure consent of its nominees to serve if elected.

Article 9. Nominating Committee and Elections, Cont.

Section 3. The chairman of the committee shall present a list of nominees to the board of directors and the general membership during September of each year.

Section 4. The nominating committee shall submit a slate of nominations for all board positions to be filled for two-year terms with the exception of 1986-87 when there will be eight 1-year terms and seven 2-year terms. The slate will be published in the newsletter or a special mailing to the general membership. Additional nominations may be submitted by petition signed by at least 3 members of the Association and must be received in the Drake Neighborhood Association office within 10 days of publication of the slate of candidates.

Section 5. Election of officers and board members shall take place at the annual meeting to be held during October. Ballots may be obtained in advance and returned prior to the meeting.

Section 6. Members of the board shall assume their duties during an annual meeting in January and shall serve until a successor is named.

Article 10. Duties of Officers

Section 1. The president shall preside at all meetings of the general membership, the board of directors and the executive committee. The president shall appoint all committees, committee chairmen and board liaisons to each committee. The president is responsible for oversight of committee work. The president shall be an ex officio member without vote on all committees, except he shall not be a member or ex officio member on the nominating committee. The president shall present a progress report to the general membership during the annual meeting.

Section 2. The vice president shall perform the duties of president during the president's absence.

Section 3. The secretary shall keep minutes of the proceedings of the board meetings and the executive committee. The secretary shall keep minutes of the annual meetings, shall be custodian of all records of the association and shall be responsible for making copies of minutes available to the general membership.

Section 4. The treasurer shall oversee and keep an itemized report of all monies received and spent; as funds accumulate, he shall pay all obligations as presented to the board and verified and make a monthly report to the board. The treasurer shall prepare an annual report to be received at the annual meeting.

Article 11. Standing Committee

Section 1. The board shall have an executive committee made up of its officers and two at-large members appointed by the president. The executive committee shall handle routine business of the board as directed by the board.

Section 2. The board shall have a number of standing committees whose titles and memberships and duties shall be determined by the president with the board's approval.

Article 12. Approval and Amendment of Bylaws

Section 1. The bylaws, when first presented to the general membership, may be amended by majority vote.

Section 2. Approval of the bylaws shall require a majority vote of the general membership.

Section 3. Subsequent amendment of the bylaws shall require a three-fifths majority vote of those present at a general membership meeting.

COTTAGE GROVE AREA HISTORY

- * Topography of area
 - * Indians migration patterns
 - * Sac & Fox
- * Treaty - Keokuk - the type of person.
- * Three year grace period
 - * Indian Council meetings - The Elm
- * Oct 11, 1845
 - * \$1.25 per acre
 - * 3¢ to French; 6¢ to Indians
- * Three orig. claims of Cottage Grove area
 - * Mosier - Dean - Cain
- (MAP) * 1850's Cottage Grove state road to Fort Dodge
- * Fort DsM's incorporation
 - * Lamson Sherman's role
 - * Oldest structure built in 1853; Kingman got Mosier property
- * City of Ft. DsM 1857 boundaries to 28th & Univ.
 - * Mullenry issued City Script; nonacceptance by County
 - * Last Indian scare Sioux
 - * Winter '57 killed 1st peach tree "raging controversy"
 - * Bevitck '82 first peach tree.
- * Platting of Cottage Grove Addition
 - * Atkins

- (BOOK) * Others bias as group
 - * Emergence -
 - * Tragedies
 - * Getchell's lumber yard burned
 - * Gillette elected to Congress
 - * Financial panic
 - * Yard murder trial
- * By late '70's ready for growth
 - * Floods pointed out need for paving & sewers
 - * ^{LEWIS} Wells (area resident)
- * Carpenter came to DsM to look for spot
 - * Drawn to Keokuk spot
- * Land Company formed

- (BOOK) * Drake and Who's Who
 - * Vermont Land Syndicate looking at Kingman Place
 - * Cottage Grove controversy
- * Drake plattings
- (MAP) * • Carpenter Square spot of • Disciples Church

* Relationship between neigh. & univ.

* Univ. Place suburb - water contamination
- Cole, Kingsman Carpenter, Drake

* 1889 Presby & Christ. build - irony involved

* 1890 City expanded boundaries - bus line extension; start of north-Drake emotions

* Vermont development of Kings place

BOOK * Officers * have - nondescript. Mayors - cover-up water corruption

* Biggest busi in Midwest of its kind Morris Greenhouse

* Drake Gov. in '96-98

* Presb. church destroyed by lightning

* Carpenter Square a Park (1900)

* 20th century tension church & univ.

* land sales complete

* homes nearing finish

* new sources

* Bell on Carnegie Foundation board

* the split

~~* Changes of Govt Pl.~~

* Types of architecture

BOOK * 1810-30 Golden Era of prominent people

* retired Gov. Carroll

* State Treas, Sec of State, U.S. Congr.

* emerging pattern of prominent women

* Mrs. Mitchell

* Amelia Earhart

* Georgia Stewart

* Mrs. Frances Dodson (County Recorder)

* Dr. Nelle Noble

* Emelene Maulsby State Chair Demo.

* Ida B. Smith - WOTU

~~* 22nd Street - Bankers - Taser row~~

* Pearl Clark - Mrs. Clark's

* 1940 When Pres. Harmon moved from neighborhood

* The Freeway and razing of Carpenter Square

* Conversion to absentee owned properties

* Deterioration

* 1978 ~~1978~~ status

* CC III conceived of renaming Cottage Grove to Cottage Creek

* light hearted way of embarrassing like Levi Wells had done

* Formation of DNA in 1979

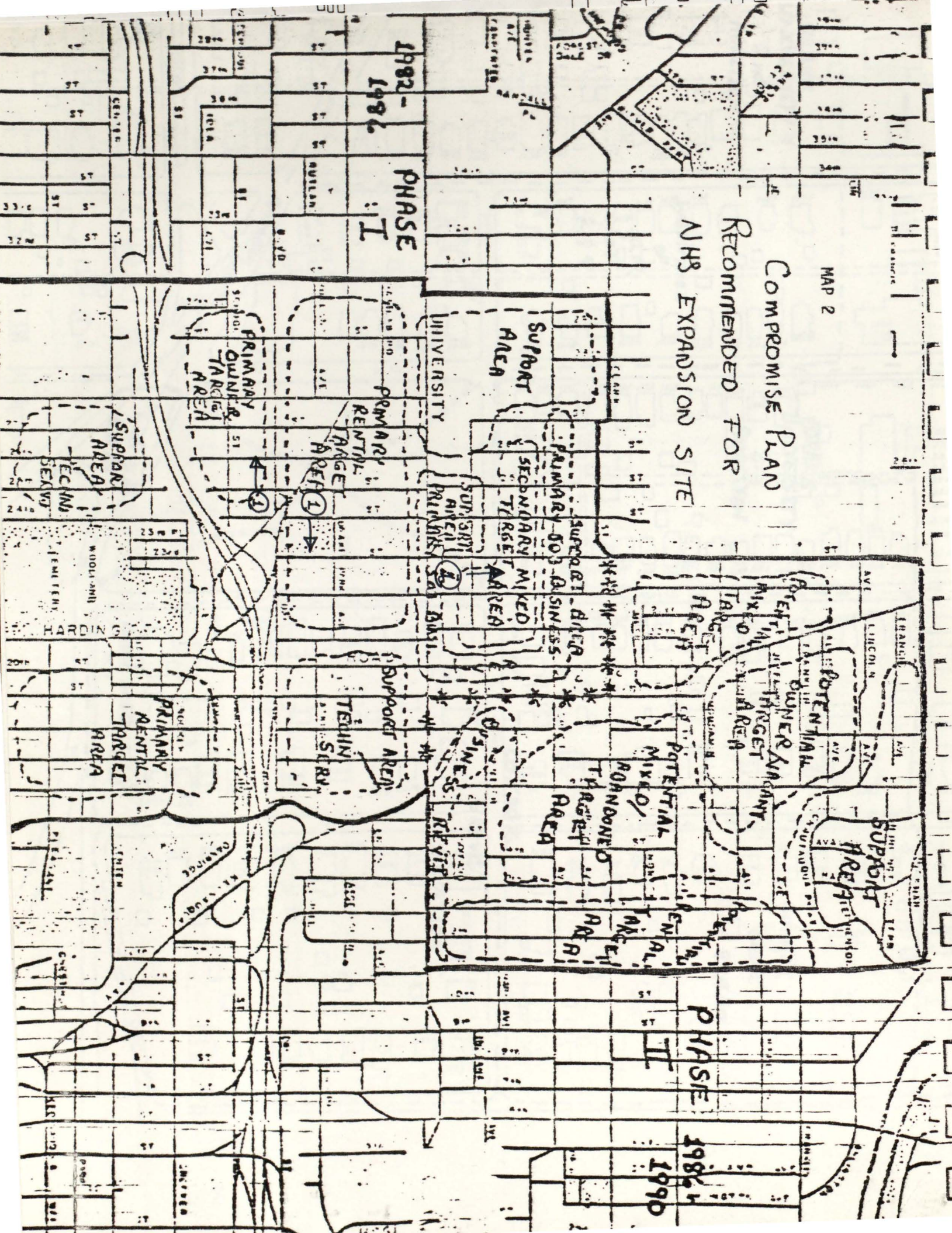
* Centen. brought State's most improved award, repeated in '82.

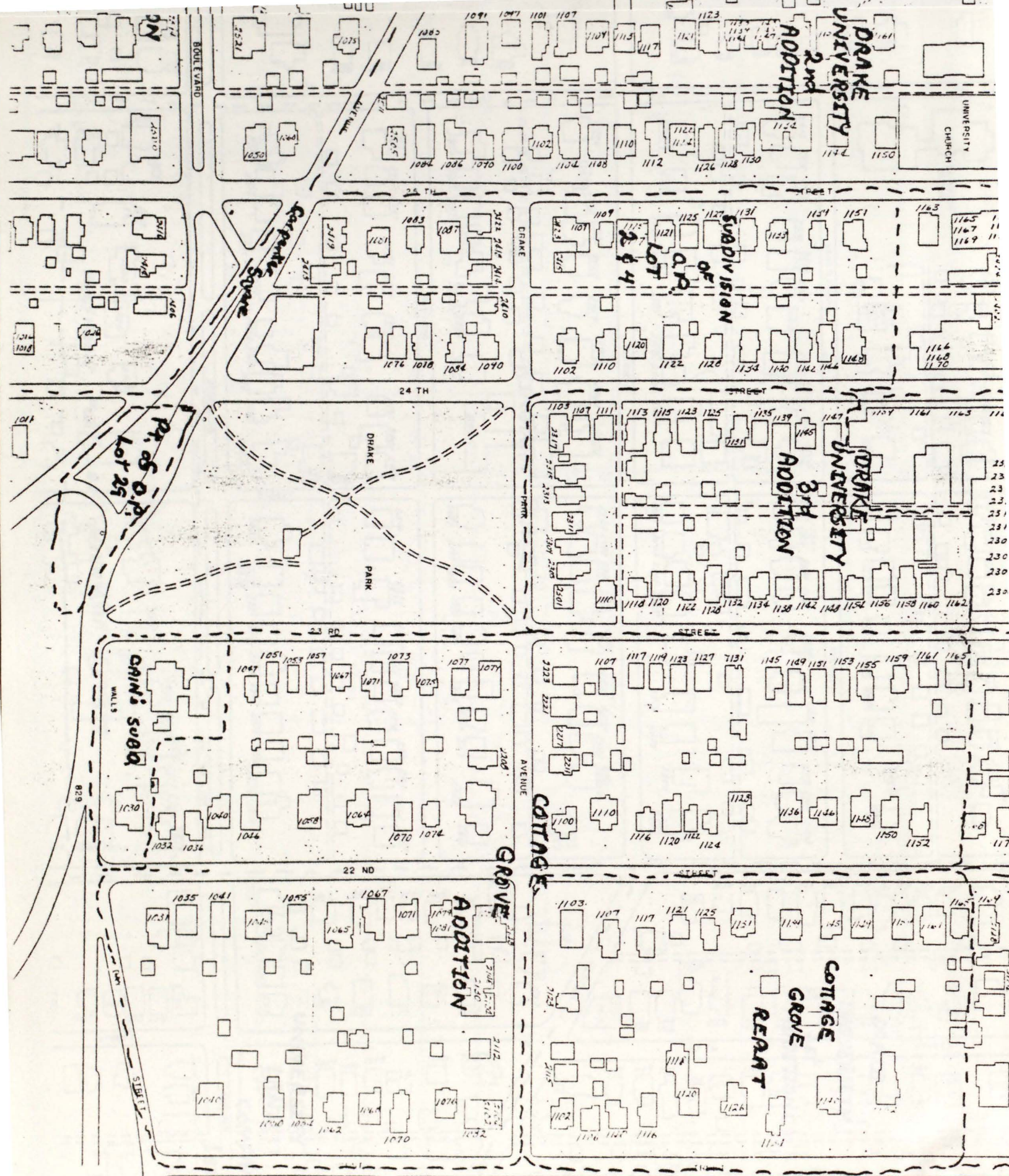
MAP 2

COMPROMISE PLAN RECOMMENDED FOR NHS EXPANSION SITE

1982-
1986
PHASE I

PHASE II
1986-
1990





DRAKE UNIVERSITY
UNIVERSITY CHURCH
2nd ADDITION

Subdivision of Lot 2 & 4

DRAKE UNIVERSITY
3rd ADDITION

CAIN'S SUBD
WALLS

ADDITION

COTTAGE GROVE
REAR

BOULEVARD

24 TH

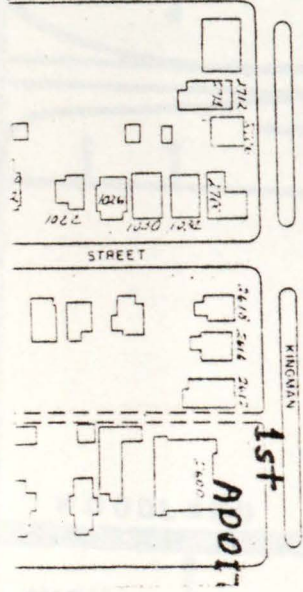
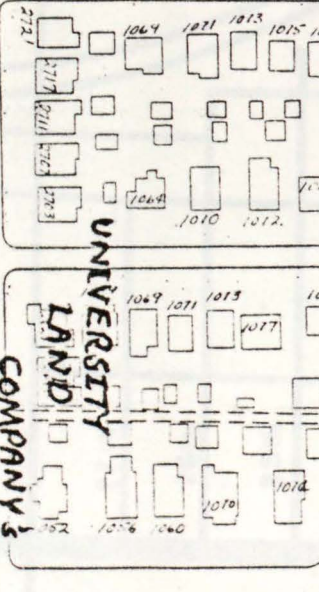
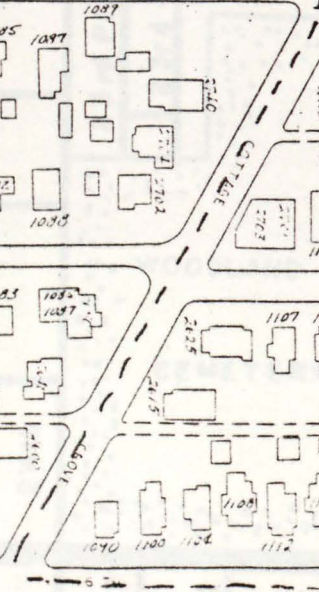
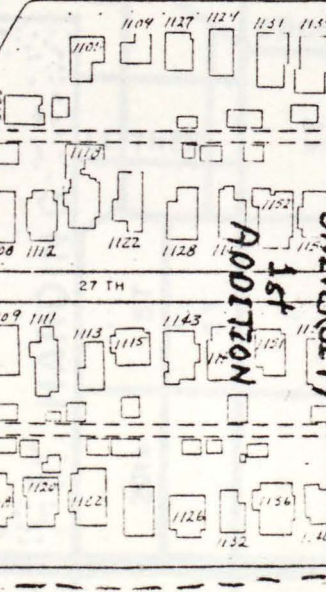
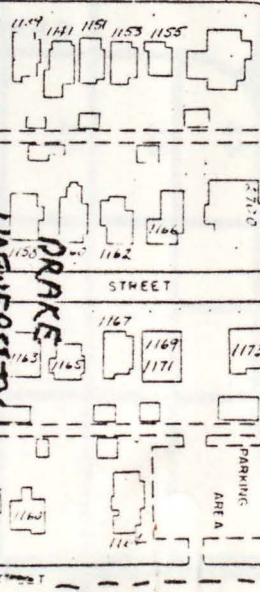
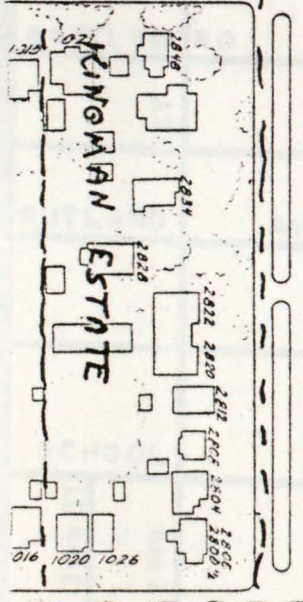
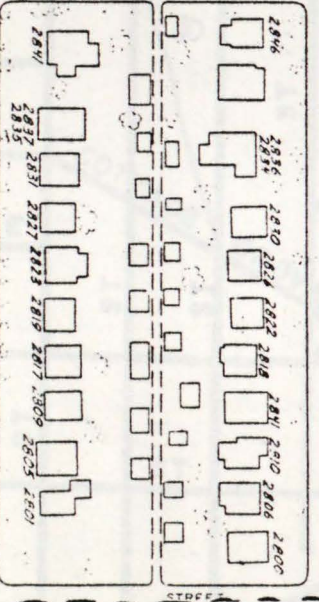
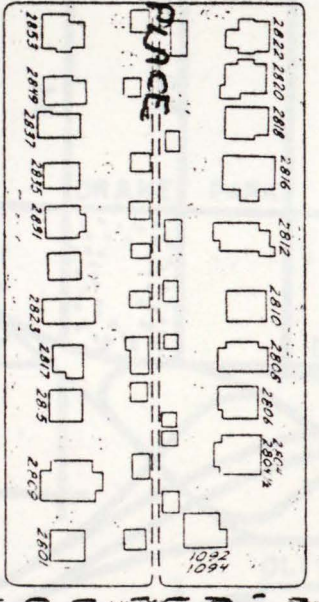
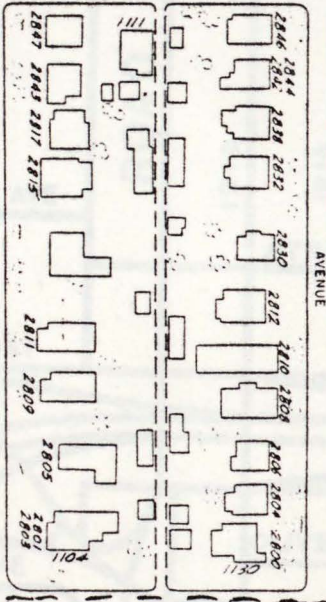
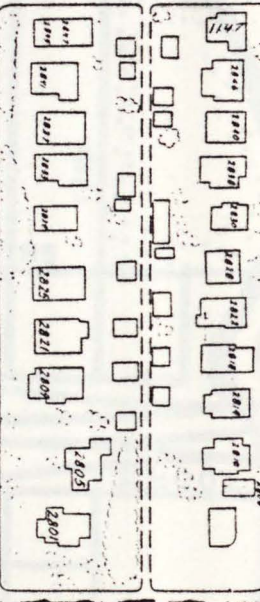
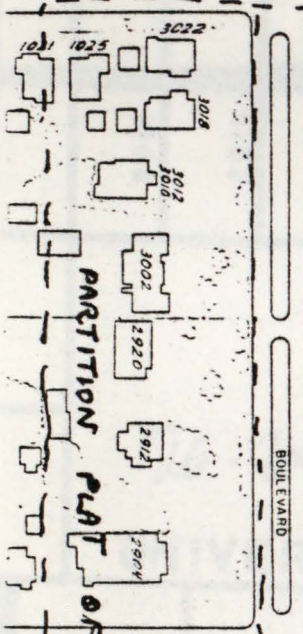
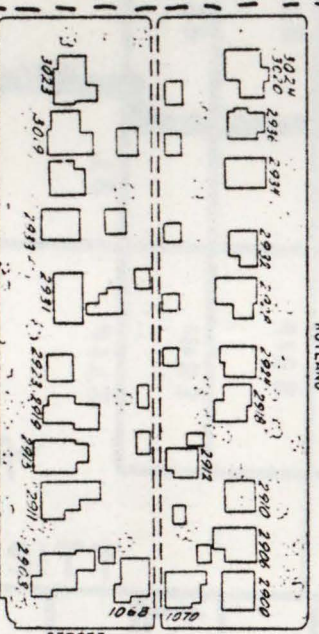
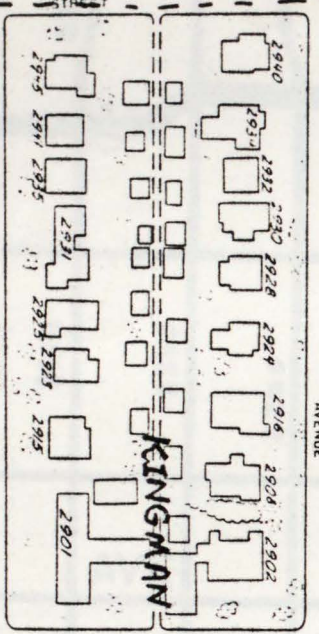
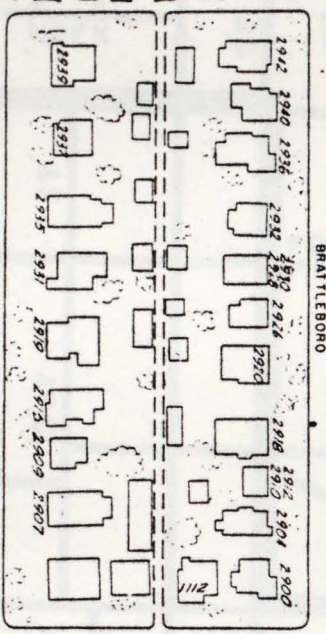
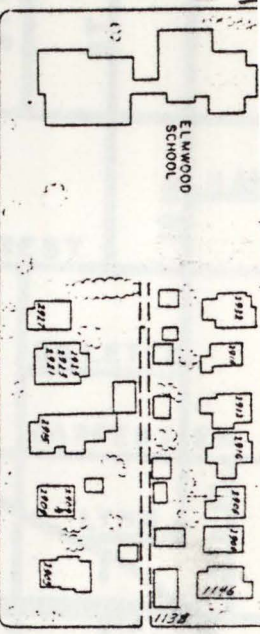
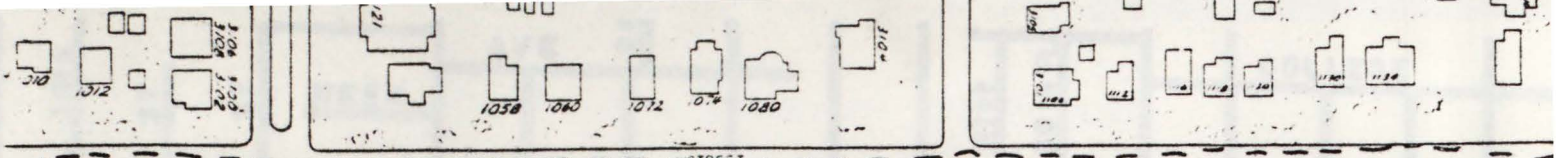
DRAKE PARK

23 RD

22 ND

GRASS GROVE

COTTAGE GROVE



PREPARING A BULK MAILING OF "NEWSLETTERS"

1. Bundle any zip code which has 10 or more pieces of mail; use two rubber bands -- one each direction.
2. 50311 Zip Code has more than 125 pieces, so place in a separate bag.

Any Zip Code with 125 pieces in it qualifies for the lower rate.

FIRST MAIL BAG: for the 50311 zip code

Slide a tag into the metalholder on the bag, and write "11" after the 503 .

Bundle all the 50311 letters into bundles of 50 each. With pencil write the quantity on each bundle.

Put a red "D" sticker on each bundle.

SECOND MAIL BAG: for all the other ~~503~~ zip codes *500-502-503*

Use a tag that says "~~D.M. 503~~ SC 7 *Des Moines* 500
3C letters"

Bundle 50310 - put a red "D" sticker and the quantity

Bundle 50312 - " " " " " " "

Bundle all the other 503~~-s~~ that do not have 10 for any one zip code and attach a "Green "3" sticker

HAND CARRY: Remaining Iowa zip codes (502, 500, etc. "Orange "S" sticker.

FIGURING THE POSTAGE:

Any zip code that has 125 pieces or more in it, qualifies for the cheaper rate, so the 50311 goes at the cheaper rate. of 14.8¢ ea.

All others are figured at the rate of *18.1¢* ~~19.8¢~~ ea.

Fill out back of Form 3602-R (January 1991) first, then the front page.

See attached sample.

279-9911

Sept 30

Steve —

Nan Stillians

used 18 25¢

stamps for

mailing to Housing

Task Force Clearance

Comm. Members. Charge

to Housing Comm DNA.

NS

Arson

Postage

① Neighborhood Watch Program

25 letters 25¢ @

Total : \$6.25

Membership

⑦ 10-24-88
⑬

② Neighborhood Watch Program

30 letters 25¢ @

Total \$7.50

* 30 Envelopes

③ Drake Neighborhood Postage : Agenda

24 @ 25¢

Total 6.00

④ Drake Neighborhood membership : 19 renewals

⑫ e 10/3

⑤ ³⁷ 11/5

⑪ renewals

⑥ membership

⑮ 10/14 renewals

