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.

Answer each question using a scale of 1-5 where 1=poor and 5=excellent

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