

*“No one of us is smarter than all of us.” - Dan Lok*

## VIRTUAL BOARD MEETING GUIDELINES

The purpose of the virtual board meeting is for Dragon 100™ members to share business results, objectives and to get solutions and support about any issues or challenges. An integral part is to learn from other members.

Business Guru, Jay Abraham created the “funnel vision versus tunnel vision” concept, which is about learning to embrace the process of borrowing and adopting strategies from other industries.

Tunnel vision is the process of focusing entirely on what’s going on in your industry. You watch your competitors closely together and when you see something that looks like a good idea, you copy it.

It’s important to focus on learning outside your own industry to help broaden your tunnel vision mindset.

With funnel vision, you can gain a huge advantage over your competitors by simply pulling high-value ideas from one industry and applying them in a strategic way. The impact of different strategies can lead to explosive growth.

At the beginning of each board meeting, all members will be assigned to a Breakout Room on Zoom. Each group in each Breakout Room will then select one member among them who will be the Chairperson, the facilitator for the meeting. NOTE: The groups will change at each board meeting and the Chairperson will be rotated, giving members a chance to be involved with the running of the group.

The Chairperson is responsible for making sure the meeting is planned, run effectively, and facilitated in an orderly, efficient manner, keeping everyone on time while allowing full participation.

Below are the Roles of the Chairperson and following are the Do’s and Don’ts to get the most out of attending, presenting and participating in the board meeting.

## ROLES OF THE CHAIRPERSON

### How to Start a Meeting

- Connect and build rapport with a creative introduction (eg. “In 15 seconds or less, say your name and favourite musical band.”)
- Establish agenda
  - Everyone will give their presentation (give overview of the breakdown of presentation and time allowed).
  - Encourage everyone to give feedback after each presentation.
  - Request each presenter to rate, on a scale of 1-10, the feedback they receive from the group. This will help everyone understand their value in contributing.
  - Let everyone know there will be a 15-minute break after the first two presentations.
  - Let the group know they will be evaluating the Chairperson at the end of the meeting. They will rate on a scale of 1-10, based on the roles of the Chairperson.
  - Determine the order of presenters (check if anyone has a request to the order).

### How to Run a Meeting

- Keep an eye on the time.
- Ensure every presenter is staying within their allotted time.
- Facilitate questions to allow for everyone to provide input.
- Keep the conversation flowing.
- Listen carefully to the discussion and jot down key points.
- Ensure everyone is respectful.
- Encourage those who are quiet or new to participate.
- Go round each person in turn to get their views on a topic.
- Ensure everyone participates and is invited to share.
- Give opportunities to everyone to put forward their point of view. Ask questions to draw people out, for instance “Does anyone else have any thoughts on this issue?” or “Is there anyone who hasn’t spoken yet who would like to say something?”
- Stop people from interrupting. Step in immediately with, “Hold on, let x finish what they have to say.” Make sure you don’t forget to come back to the person who interrupted when it’s their turn.
- If people try to raise other issues, or go off-topic, acknowledge them, but don’t get drawn in.

# Quarterly Guidelines

- Stop people from talking for too long. Be firm and consistent but not aggressive. If someone is talking for a long time, interrupt them and say something like *“Thank you for your contribution, you’ve raised some interesting points. I’m going to stop you there for the moment so other people can comment on this issue.”*
- Don’t be under-assertive. You’ve been given a role, and people will be looking to you. Don’t be afraid of speaking out.
- Don’t use your position as an opportunity to impose your views. You are there to facilitate the meeting, not dominate it.

## How to Run a Meeting

- Thank everyone for their participation
- Wrap up with something like, “This brings us to the end and one last item is to rate the Chairperson.”
- Ask each presenter to rate the Chairperson on a scale of 1-10, based on their role.
- Close by showing enthusiasm about gathering again at the next quarterly board meeting and hearing about everyone’s results.

## HOW TO GET THE MOST OUT OF THE BOARD MEETINGS

### DO:

- Be in a well-lit, quiet room with no distractions.
- Have a quality microphone:
  - Jabra 2400 II
  - Logitech H800 Wireless Header
  - Plantronics Voyager Legend Bluetooth Headset
  - Plantronics 20265202 B825m Voyager Focus UC Headset
  - Sennheiser Office Runner Convertible Wireless Office Headset with Microphone
  - Sennheiser SDW 5066 Double-Sided
  - Sennheiser SDW 5016 Single-Sided
  - Sennheiser DW Pro 2 Dual Ear Wireless Office Headset
- Present in 30 minutes
  - 2 minutes where you were last Quarter
  - 2 minutes share your wins
  - 10 minutes where you are at, objectives for next Quarter and where you need
  - 15 minutes to get feedback from the group
- Practice. Run through your presentation a few times and time yourself.
- Be vulnerable and share as much detail as possible.
- Ask quality questions. The quality of the answer depends on quality of the question.
- Listen to other people.
- Respect the allotted time for your presentation.
- Return on time after the break between presentations.
- Respect and rate the Chairperson, based on their role.
- Use the PowerPower Presentation Template.

### DON'T

- Pitch - ABSOLUTELY NO PITCHING
- Have an ego. When giving feedback, share from personal experience. Avoid saying,
- “You should do this and you should do that,” Instead, say, “From my experience...” or “What I’ve done in the past is...”
- Interrupt when someone is talking.