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**Sample Agenda for Tri-Board Meeting**

September 2015

*This resource is provided by Beta Theta Pi’s Cornerstone Housing Program. If you have questions, updates, or suggestions, please contact Anne Emmerth, Director, Cornerstone Housing Program (*[*anne.emmerth@beta.org*](mailto:anne.emmerth@beta.org)*; 800-800-BETA).*

**What is a tri-board meeting?**

A tri-board meeting includes the house corporation board, chapter advisors, and chapter executive officers. In many chapters, a tri-board meeting is held 2 – 3 times per year (before the fall semester, at winter break / after chapter officer elections, and at the end of the academic year). In some cases, a tri-board meeting is held only once a year, supplemented by regular face-to-face meetings with the house corporation president, chapter counselor, and chapter president.

The purpose of the meeting is to align all of our local chapter leaders around a common set of goals and timelines, and to ensure that all volunteers and chapter members are working in the same direction. The meeting should be a combination of:

* Building Brotherhood and friendship
* Updates and information sharing
* Planning
* Decision making

We recommend that the Chapter Counselor serve as facilitator, although some chapters bring in an outside facilitator or alumnus-at-large to help run the meeting.

**Planning Timeline**

One month before your meeting:

* Set the date, time and location of the meeting. Knowing that not everyone may be able to attend, make sure that you’re scheduling around the key players (presidents, treasurers, chapter counselor).
* Send out a draft agenda and ask for feedback and additional agenda items.
* Develop list of decisions that need to be made at the meeting.
* Ask each entity to prepare advance materials (for instance, budget, balance sheet and income statement from the house corporation and chapter).
* Confirm any special guests or special speakers (e.g., Fraternity / Sorority advisor, campaign consultant or vendor presenting a proposal).
* Arrange for food or snacks.

One week before your meeting:

* Finalize agenda; send it out to the group along with advance reading materials or pre-work.
* Collect supplies.

After the meeting:

* Distribute notes to all members of each board, along with a list of action items and deadlines.
* Send reminder about date and time of next meeting or conference call.

**Suggested Supplies**

* Nametags
* Sharpies
* Copies of the meeting agenda
* Flipcharts (for taking notes or brainstorming)
* Computer and projector (for taking notes or looking at the chapter calendar)
* Snacks!

**Sample Meeting Agenda**

1. Welcome and Introductions: Facilitator
2. Review of the agenda & important decisions and outcomes for the meeting: Facilitator
3. Icebreaker
   1. *It’s easier to make decisions and have conversation if you know each other as Brothers and friends. In addition to standard introductions (name, position, graduation year), consider a more in-depth icebreaker so that people get to know each other. Here are some suggestions:*
      1. *Break everyone into pairs; each person interviews his partner and then introduces his partner to the group. “Interview questions” could include hometown, profession / major, one hobby or interest, and one “fun fact.”*
      2. *Everyone introduces themselves and gives a “Top 3.” Could be top 3 vacation spots, top 3 bands you’ve seen in concert, top 3 foods you love, etc.*
      3. *Everyone introduces themselves and shares two Beta moments: 1) why I joined Beta and 2) favorite Beta memory. You could also ask each person to share their favorite part of the ritual or favorite line from the creed or oath.*
4. Chapter Update and Goals (5 minutes): Chapter president
   1. *Each entity should take a few minutes to review their recent key accomplishments, goals for the coming semester / year, and key priorities. This should be high-level and focused on key performance metrics.*
5. Advisory Board Update and Goals (5 minutes): Chapter Counselor
6. House Corporation Update and Goals (5 minutes): House corporation president
   1. Alumni relations update: Alumni relations chair
   2. Fundraising update: Campaign chair
7. Calendar Review: Facilitator
   1. *Review of semester calendar so that everyone knows key dates such as:*
      1. *Move in / move out*
      2. *House close dates for the semester*
      3. *Billing and payment deadlines*
      4. *Lease deadlines*
      5. *Alumni events*
      6. *Significant chapter events (recruitment, initiation)*
   2. *The calendar review should result in a list of action items such as:*
      1. *Deep clean of the house before homecoming.*
      2. *Member of the house corporation board to attend upcoming chapter meeting to present next year’s lease.*
8. Strategic Financial Management: House corporation treasurer, financial advisor, chapter treasurer
   1. *The purpose of this agenda item is to make sure that both entities – chapter and house corporation – are aligned around billing and collection, bill payment, who is paying for what, key deadlines for major payments, and cash flow.*
   2. *Ideally, this group is meeting regularly off-line to make sure that member payments are happening and that the right people are being paid at the right time.*
   3. *This is also a chance to discuss better processes for working together to bill and collect.*
9. Strategic Conversation: Facilitator
   1. *Depending on your particular circumstances, you could begin the meeting with this item.*
   2. *The purpose is to have higher-level conversations around:*
      1. *What are the big things we need to tackle as a group? Could be related to chapter culture, disconnected alumni, or problems with the facility.*
      2. *How are we doing, as a team? How are we doing working together? Where are we experiencing problems or mis-communication?*
      3. *What are the things we are concerned about? What are we currently doing really well?*
      4. *What changes are happening on campus that could affect us? Examples might be a new certified housing process, sophomore requirements to live on campus, or changes to the timing of recruitment.*
      5. *Five years from now, where do we want be? How will we know we’re heading in that direction?*
10. Upcoming Meetings and Calls
    1. *A review of dates for future conference calls and meetings.*
11. Review of action items and to-do list: Facilitator or note-taker
    1. *It’s a good idea at the end of any meeting to review the next steps and action items, including who owns each item and a timeline for completion.*
    2. *The leader of each board is responsible for making sure the people under them are following through on their action items.*
12. Adjourn
    1. *We recommend ending your meeting with something that connects everyone back to Beta Theta Pi – perhaps singing a song or reciting the oath.*