

## **Less is More**

My topic was Less is More. We mainly discussed the length of our meetings. Some of the discussion was about sending the minutes out ahead so they do not need to be read at the meeting. We also mentioned keeping the committee reports to 2-3 minutes. If there is a lot of information to present, we ask that the speaker prepare a handout. The president does not need to get up between each report if a printed agenda is prepared. Keep the meeting to an hour or less. Then a meal or snacks can be shared when members can ask questions of any speaker.

Marilyn Skipper