

CHECKLIST FOR COOPERATIVE DIRECTOR'S MEETING

ESO 311

	YES	NO	YES & NO	COMMENTS
1. Was there an agenda?				
2. Were subjects introduced properly, pro and con, facts and data?				
3. Did important issues receive proper consideration?				
4. Did trivial issues receive undue consideration?				
5. Did all Board members contribute to discussion?				
6. Was discussion sidetracked?				
7. Did anyone dominate the discussion?				
8. Were there unnecessary distractions?				
9. Did all the Board participate in making decisions?				
10. Did the chairman perform his duties properly?				
11. Did the trustees stick to directing?				
12. Did management stick to managing?				
13. What factual report was made of the meeting?				
14. Was less than one-half the time of the Board meeting devoted to policy issues?				

What suggestions do you have for improving the Board meeting?

CHI