

Tips for: Agendas and decision-making in groups
University Unitarian Church



1. Be clear in meetings about the purpose of every agenda item.
 - a. *Connecting* – Bringing people together, no task outcome expected.
 - b. *Information* – sharing, with clarifying questions only.
 - c. *Discussion* – conversation to advance the thinking, with no expectation of a decision.
 - d. *Action* – by the end of this conversation, we will have made a decision or taken action.
2. Have conversations about how the group makes decisions.
 - a. What method of decision-making do we use when we need to be formal about it? (See the “gradients of agreement” consensus tool for an alternative to up-or-down voting.)
 - b. What happens if a person misses a meeting/decision? Under what circumstances would a decision be re-opened?
 - c. What kinds of decisions is the chair (or a delegated task group) empowered to make? What kinds of decisions are they not empowered to make?
3. Think about who else needs to be involved in the conversation to inform the decision and make it “stick?”

Sample Agenda
Left-Handed UU Group

Meeting goals:

1. Build relationships among new and returning members.
2. Plan a fabulous all-church event.
3. Begin thinking about how we will stay better connected next summer.

3:00	Welcome, chalice lighting & sharing (John)	<i>Connecting</i>
3:15	General business & updates (Mary) <i>Goal(s): Make sure we're all up to speed on what's going on.</i>	<i>Information</i>
	<ul style="list-style-type: none"> • Recent successes • Review of upcoming activities 	
3:30	Super-duper church event planning (Susan) <i>Goal(s): Finalize the components of our program so the program team can move forward. Make task assignments.</i>	<i>Discussion & Action</i>
	<ul style="list-style-type: none"> • Invited speaker • Literature tables • Food 	
4:15	Summer plans (Max) <i>Goal(s): Think about activities for summer to stay connected.</i>	<i>Discussion</i>
4:30	Adjourn	

Homework assignments/prep work:

- Please review the list of potential speakers and come with your questions and opinions.