



## Business Meetings – Tip #1

### How to Separate Meetings Facts from Myths

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The fact is, you so hate meetings, that you rely on the myths to guide you. So to help you, I will take 5 popular meeting myths and replace them with the facts, just for you. When you can separate the meeting “*sheep*” from the “*goats*” you will feel better about attending meetings. I promise.

1. **Fiction:** The agenda is just a list of things to do at the meeting

**FACT:** It is. But it has even more important functions (1) To help you prepare for a meeting - that’s why you need it in advance. (2) It is a means of maintaining order and control during the meeting. (3) It acts as a tool to judge if the meeting was a success or failure. And don’t get me started on the hidden agenda!

2. **Fiction:** Only big meetings need worry about a quorum

**FACT:** Nearly every formal meeting needs a quorum, even if it’s small. If you don’t have a quorum, you’re just having discussions because any decisions you take will not be binding on the organisation or business.

3. **Fiction:** Apart from public companies, minutes are not very important

**FACT:** So NOT true! Minutes (are supposed to) represent a true and accurate account of decisions taken and business done at a meeting. They serve as an aid to compiling the next agenda and facilitate the implementation of policy and other decisions taken at the meeting. And if you did not attend, read the minutes.

4. **Fiction:** What people say at the meeting should be recorded in the minutes

**FACT:** The discussions at meetings are only to get to the decision. #3 above discusses what goes into the minute. The minute (pun intended) you include what people say, half of the next meeting will be spent correcting minutes.

5. **Fiction:** The Chair runs the meeting and everyone else falls in place

**FACT:** The Chair is the servant of the meeting, not its master. In other words, the Chair can only get away with what the meeting allows. Look, any member can appeal the decision of the Chair, but how often does that happen?

Here’s another fact for you. You CAN use the agenda to your advantage starting at your next meeting. [Find out how when you click here...](#)

[Lorna@impacttrainingservices.com](mailto:Lorna@impacttrainingservices.com)

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