

## Weekly Meeting Format

### **Social**

*Write in here* - How does each person feel? Did anything happen last week which either adversely or positively effected the social outcomes desired by the people in this whole? Were positive outcomes celebrated – and the adverse outcomes corrected. Do we all agree they were? If not, who is responsible for taking action? What action will be taken (if known) and on what date will it be completed?

### **Biological**

Livestock – Have there been any adverse or positive developments compared to plan during the last week? Do we foresee any adverse or positive movements compared to plan during this coming week?

Crops – During the past week, have there been any adverse or positive developments compared to plan? Do we foresee any adverse or positive movements when compared to plan for this coming week?

Pastures - Have there been any adverse or positive developments compared to plan during the week just past? Do we foresee any adverse or positive movements compared to plan during this coming week?

Soils and microbial activity - Have there been any adverse or positive developments compared to plan during the past week? Do we foresee any adverse or positive movements compared to plan this coming week?

### **Financial**

During the past week, has there been any adverse expenditure, (or has any revenue been reduced) compared to plan? Do we foresee any unplanned expenses or reduced revenue this coming week? Who is to take action to correct this? Be specific: by when? Check: Is the appointed person prepared to assume responsibility for achieving the result? Does s/he need help, training or knowledge to do what's needed? Finally, did a great opportunity arise this week? Did we take it? If not, why didn't we?

## Some information on Collaborative and Meetings

There are a number of ways that team meetings can be structured. Here are the characteristics of two: **Cooperating/Participative Teams and Collaborative Teams.**

### Cooperating/Participative Teams

1. Meetings start with a review of the agenda and then get down to business
2. Meetings are not confidential. Minutes are sent to people outside the team and people are free to talk about any discussion that has occurred in the meeting.
3. Confrontation is uncomfortable and commonly avoided by politicking and triangulating between meetings.
4. “Unowned” or anonymous opinions and comments are both permitted and common.

### Collaborative Teams ion, damage trust.

If you have been involved in committee or board meetings, or any of the other kinds of meetings in which many of us seem to spend a lot of our time, you may be very familiar with the **Cooperating/Participative** type.

The **Collaborative** team meetings described are an ideal. In striving to reach this you’ll find that unless team members are mature and have reasonably high self-esteem, little is accomplished. Meetings commonly end in frustration for those responsible for getting the work done. This occurs no matter how safe an environment the leader provides, because “trust”, “congruency”, and “self-esteem” come from within us - not from the leader of the team. Because a truly congruent and collaborative team releases the positive and creative energy that dwells within all of us, leaders should never give up the struggle to achieve collaborative team meetings.

The practice of Holistic Management requires that people be able to communicate openly and honestly with each other. As you find yourself beginning to work in group settings you may want to review the guidelines that have been presented in this paper. In addition, your understanding of these basic guidelines should be of great help to you as you begin forming your holisticgoal.

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## CRITICALLY IMPORTANT INFORMATION

If you are the chair-person of a meeting, and wish to run the meeting using the *collaborative* meeting process, you must ensure that you advise all meeting participants of what you are doing. If you do not do this, people will naturally assume they are attending a *cooperating/participative* meeting, and will rapidly become very confused and angry with you.