

QUEANBEYAN AGE COLUMN 5 SEPTEMBER 2008

Celebrate the Spring – The first couple of days of spring have been beautiful and you can almost feel the renewed energy around our City. Why not celebrate with one of our “I Love Queanbeyan’ T shirts or Polo Shirts as you travel around town, the region or further a-field.

The shirts are particularly effective for groups or teams and can be purchased at the Visitor Information Centre in either white with black writing (red heart) or black with white writing (red heart).

The VIC has other easy-to-pack souvenirs to take on your trip, including can coolers, shot glasses, tea spoons, pins and, of course, a range of Queanbeyan post cards.

Meetings Meetings! – The bane of many a life in business, government and other workplaces! All NSW Visitor Information Centres have received the following from Aurora Practical Solutions – asking that we put it on noticeboards and generally tell other people about it. Makes good sense to us, and could be a useful guide for all:

1. Only hold a meeting if necessary!
2. All meetings must have clear objectives.
3. Invite a neutral facilitator to sensitive meetings.
4. All meetings must have an agenda which includes:
 - topics for discussion
 - presenter or discussion leader for each topic
 - time allotment for each topic
5. Meeting information needs to be circulated to everyone prior to the meeting. Make sure to include:
 - meeting objectives
 - meeting agenda
 - location/date/time
 - background information
 - assigned items for preparation
6. Meetings must start precisely on time so as not to punish those who are punctual. This also sets the stage for how serious you are about making the meeting effective.
7. Meeting participants must:
 - arrive on time
 - be well-prepared
 - be concise and to the point
 - participate in a constructive manner
8. Meeting notes must be recorded and made part of the company's meeting information archives.

9. The decisions made by the group must be documented.

10. Assigned action items must be documented and the host, or an appropriate participant, must be appointed to follow-up on the completion of all action items.

11. Meeting effectiveness must be reviewed at the end of each meeting and suggested improvements applied to the next meeting.

(Source: effective meetings.com)