



May 2023

# ClubED

## Bite-sized Learning

CEI Monthly Newsletter



Club Education Institute

### Meetings

Welcome to the May edition of *Bite Sized Learning*. Parkinson's Law is the adage that "work expands to fill the time available for its completion". The law suggests that the more time someone has to complete a task, the more time they will take to complete it, even if the task could be done in a shorter amount of time.

Parkinson's Law can be applied to running board meetings. It highlights the importance of setting clear priorities and time constraints to increase efficiency and prevent procrastination. A successful board meeting should ensure that all members feel heard, respected and engaged, and that the outcome is in the best interest of the club.

It's critical to approach board meetings with a collaborative mindset and a shared commitment to achieving the club's mission and goals. Below are some topics to consider, for inclusion in your agenda.

#### Introduction and Welcome

Start the meeting by introducing anyone new attending and welcoming them to the board meeting.

#### Approval of Minutes

The board should review and approve the minutes from the previous meeting.

#### Treasurer's Report

The treasurer should present a report on the club's financials, including a balance sheet, income statement and cash flow statement.

#### Committee Reports

Each committee should provide a report on their

The majority of meetings should be discussions that lead to decisions.

**Patrick Lencioni**

activities, progress and any issues they may have encountered.

#### Old Business

Any items from the previous meeting that were not resolved can be addressed during this time.

#### New Business

Any new issues or initiatives can be discussed, and action items assigned.

#### Event Planning

The board can discuss upcoming events and make decisions on logistics, budgets and volunteer assignments.

#### Membership

The board can discuss membership recruitment, retention and engagement strategies.

#### Communication

The board can discuss ways to improve communication within the club and with external stakeholders.



### **Goals and Objectives**

The board can review and revise the club's goals and objectives for the upcoming year or quarter.

### **Any Other Business**

Members can bring up any other topics for discussion.

### **Adjournment**

The meeting should end with a motion to adjourn.

Overall, a club board meeting should cover important financial and club updates, progress reports and any new business or issues that need to be addressed. It's also important to ensure that all board members have the opportunity to participate and provide feedback.

## **Upcoming Courses**

### **CEI SEMINARS**

- 17 May, Western Metro CEI Seminar — Liverpool Catholic Club, 4:30–6:30pm
- 22 May, Illawarra & Shoalhaven CEI Seminar — Warilla Bowls, 3:00–5:00pm

### **MDT TRAINING**

- 17 May & 18 May — Kiama Leagues Club, 9:00am–3:00pm
- 20 May — Broken Hill Demo Club, 9:00am–4:00pm

### **TO REGISTER**

If you would like a personalised course

for your club or would like us to run a course for your region, and would like a quote, please send an email to Reyna Mendes [rmendes@clubsnsw.com.au](mailto:rmendes@clubsnsw.com.au)

## **COURSES ON OFFER**

- Mandatory Director Training — two-day session
- Governance Refresher Training — one-day session
- Strategic Plan Facilitation for Small Clubs — one-day session
- Sex-based Harassment Training — two-hour session