

Meeting Evaluation Form

Please indicate how much you agree/disagree with the following statements.

1 = strongly disagree and 5 = strongly agree.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Comments
LOGISTICS						
The location was convenient and accessible.	1	2	3	4	5	
The time was convenient and accessible.	1	2	3	4	5	
The room was comfortable, accessible, and appropriate to our needs.	1	2	3	4	5	
We meet at a frequency that supports momentum toward our strategic goals.	1	2	3	4	5	
We have prioritized accessibility ¹ in the scheduling/location/etc. of our meetings.	1	2	3	4	5	
CONTENT AND FOCUS OF THE MEETING						
The purpose and objectives were clearly stated.	1	2	3	4	5	
The content was informative and useful.	1	2	3	4	5	
We struck the right balance between future-oriented issues and past-oriented issues.	1	2	3	4	5	
The focus of our meeting was aligned with our strategic priorities and goals.	1	2	3	4	5	
This meeting advanced the work of our organization in a meaningful way.	1	2	3	4	5	
PREPARATION						
The board packet was sent far enough in advance.	1	2	3	4	5	
The board packet provided appropriate information for our meeting purposes.	1	2	3	4	5	
The board packet for this meeting was understandable and useful.	1	2	3	4	5	
I was well prepared, and able to engage in informed discussions and decisions.	1	2	3	4	5	
Other participants were well prepared for this meeting, and able to engage in informed discussions and decisions.	1	2	3	4	5	

¹ Accessibility might be about physical access, translation of materials, and/or accommodations in relation to hearing impairments, economic barriers, childcare needs, transportation challenges, etc.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Comments
PROCESS/TEAMWORK						
Our attendance rates are consistently high.	1	2	3	4	5	
We made time to deepen trust and relationships.	1	2	3	4	5	
Our core values were evident in how we approached our work and each other.	1	2	3	4	5	
All attendees were encouraged to participate (including techniques like break-out groups, etc.)	1	2	3	4	5	
All attendees were actively involved.	1	2	3	4	5	
We engaged in informed, purposeful discussions.	1	2	3	4	5	
We <i>actively</i> encouraged healthy debate, and were respectful of different viewpoints.	1	2	3	4	5	
We shared decision-making at this meeting.	1	2	3	4	5	
We used our meeting time effectively.	1	2	3	4	5	
I am leaving this meeting with a clear understanding of what's expected of me before the next meeting.	1	2	3	4	5	
OVERALL						
I am satisfied with this meeting.	1	2	3	4	5	
I enjoyed this meeting.	1	2	3	4	5	
I am confident in the effectiveness of our meetings, and would be comfortable having prospective board members, funders, and guests attend a meeting such as this one.	1	2	3	4	5	

PLEASE PROVIDE BRIEF ANSWERS TO THE FOLLOWING QUESTIONS:

1. What questions were you left with after this meeting?
2. What are the 2-3 greatest strengths of our board meetings?
3. What are the 2-3 most important things that the board can do (collectively or as individual board members) to make board meetings more effective?
4. Do you have any suggestions or additional comments about our meetings?