

Tips for Effective Farm Meetings

Provide an agenda
3 days in advance.

**Rotate
meeting
leadership.**

Start and end
on time.



Come prepared.



Begin
each
meeting
by having
everyone
share
some-
thing that
has
recently
gone well
on the
farm

Share all
relevant
data

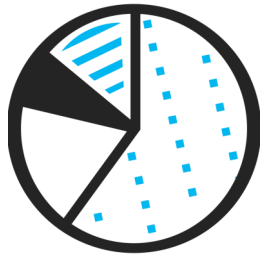
Stay on topic.

No smartphones.

No

interrupting.

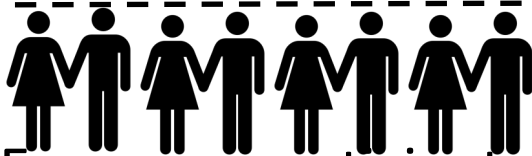
Be honest and
respectful.



Silence = agreement

**Disagree
without being
disagreeable**

No side conversations or
comments



Agree on a process

Everyone participates to make important decisions.



**Share meeting notes and action plan, honor
commitments and decisions made by the group.**

