



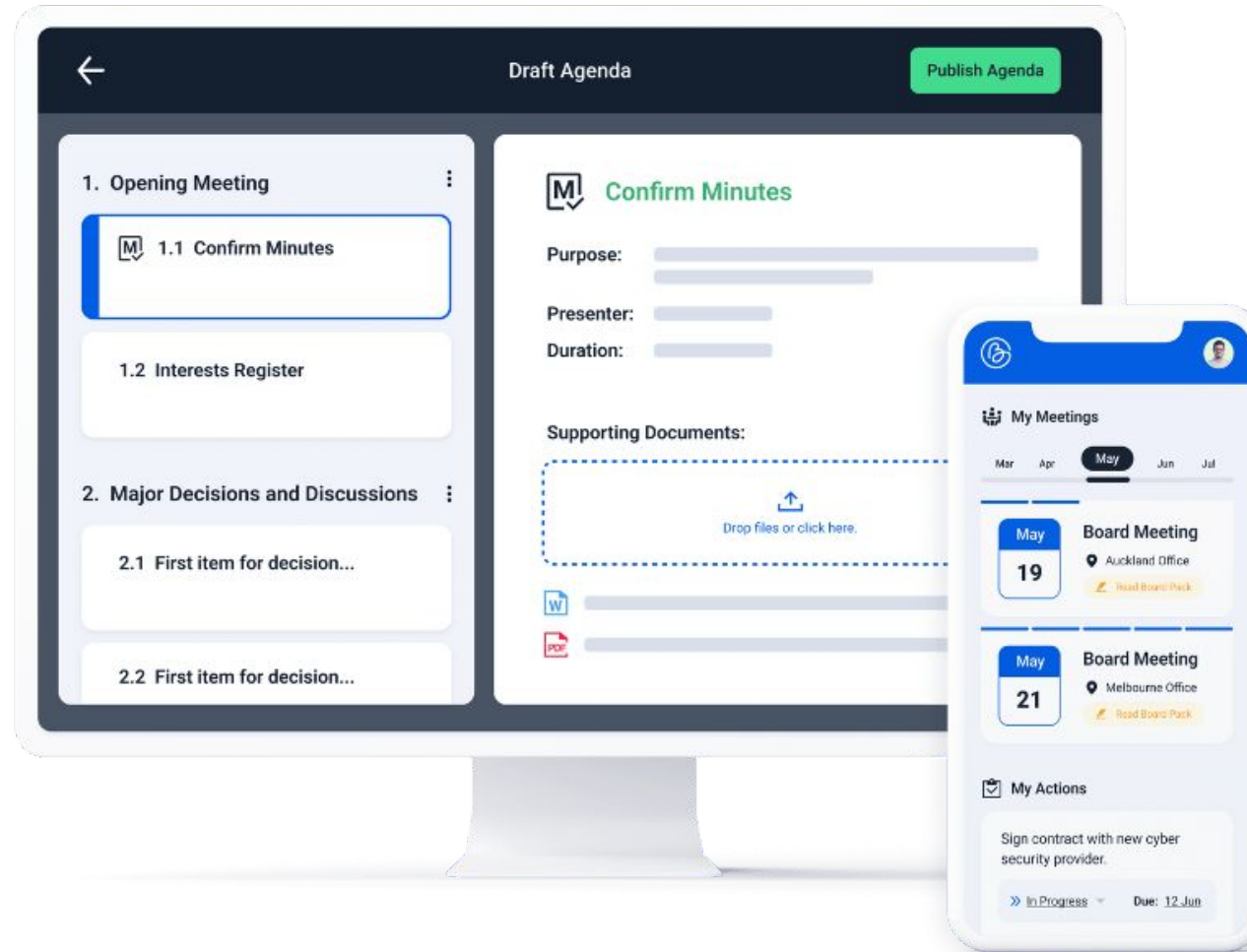
# How to take the friction out of

## Board meetings

With special guest: Julie Garland McLellan









**Making the fundamentals of  
governance free and  
easy to implement**



Governance Made Easy

# Governance Resource Center

[boardpro.com/resource-centre](https://boardpro.com/resource-centre)



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# Introduction

- Boards achieve their aims through meetings and decision-making.
- Good boards manage complexity by **setting standards, developing agendas, and managing discussions**



# Setting Standards for Director Conduct:

01

Requiring a consent to act form and detailed letter of appointment

02

Use codes of conduct and policies to establish expected behavior.

03

Maintain a directors' register and include notification requirements in consent forms.





# Getting Composition Right for Your Board:

01

Consider factors like board size, skills, diversity, and behavior norms.

02

Four potential bases for board composition: functional, diverse, representative, and passion.

03

Induction process is crucial to help new directors understand their roles and contribute effectively.



# Developing Supportive Agendas:

- Create an annual agenda that aligns with the strategic plan.
- Engaging agendas for each board meeting linked to the annual agenda and strategy.
- Consider board's energy and focus levels when scheduling challenging discussions.





# Managing Constructive Discussion:

01

Analyze and modify communication preferences to accommodate different styles.

01

Consider introverted/extroverted tendencies and other preferences.

01

Encourage active and respectful listening, and concise and polite presentations.





# Conclusion:

- Implementing these practices can reduce friction and improve board performance.
- Boards should strive for the right amount of friction to generate effective progress.
- Continuous improvement and adaptability are essential for successful board meetings.



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# Webinar Schedule

<https://www.boardpro.com/resource-centre/webinars>

- |     |  |                |
|-----|--|----------------|
| 46. | Seven costly mistakes of board packs and how to fix them     | On demand      |
| 47. | How technology helps get things done in the boardroom        | On demand      |
| 48. | Handling a crisis while managing your board and stakeholders | On demand      |
| 49. | The role of AI in governance - with Steve Nouri              | On demand      |
| 50. | What place does culture have in the boardroom                | On demand      |
| 51. | How to take the friction out of board meetings               | On demand      |
| 52. | <b>Guiding board meetings to maximise productivity</b>       | <b>June 22</b> |



# Webinar Schedule

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- |     |  |         |
|-----|--|---------|
| 53. | <b>How to develop your board annual work plan</b>                        | July 6  |
| 54. | <b>How to avoid death by hubris at the board table.</b>                  | July 20 |
| 55. | <b>How to evaluate the performance levels of your board</b>              | July 27 |
| 56. | <b>How to govern with Artificial Intelligence</b>                        | Aug 3   |
| 57. | <b>What does the ideal relationship with the CEO and chair look like</b> | Aug 9   |
| 58. | <b>How to create effective minutes for your meetings</b>                 | Sept 7  |
| 59. | <b>A directors duty of care explained</b>                                | Sept 21 |
| 60. | <b>Creating a CEO report that will delight your board</b>                | Oct 5   |



**Thank you**

