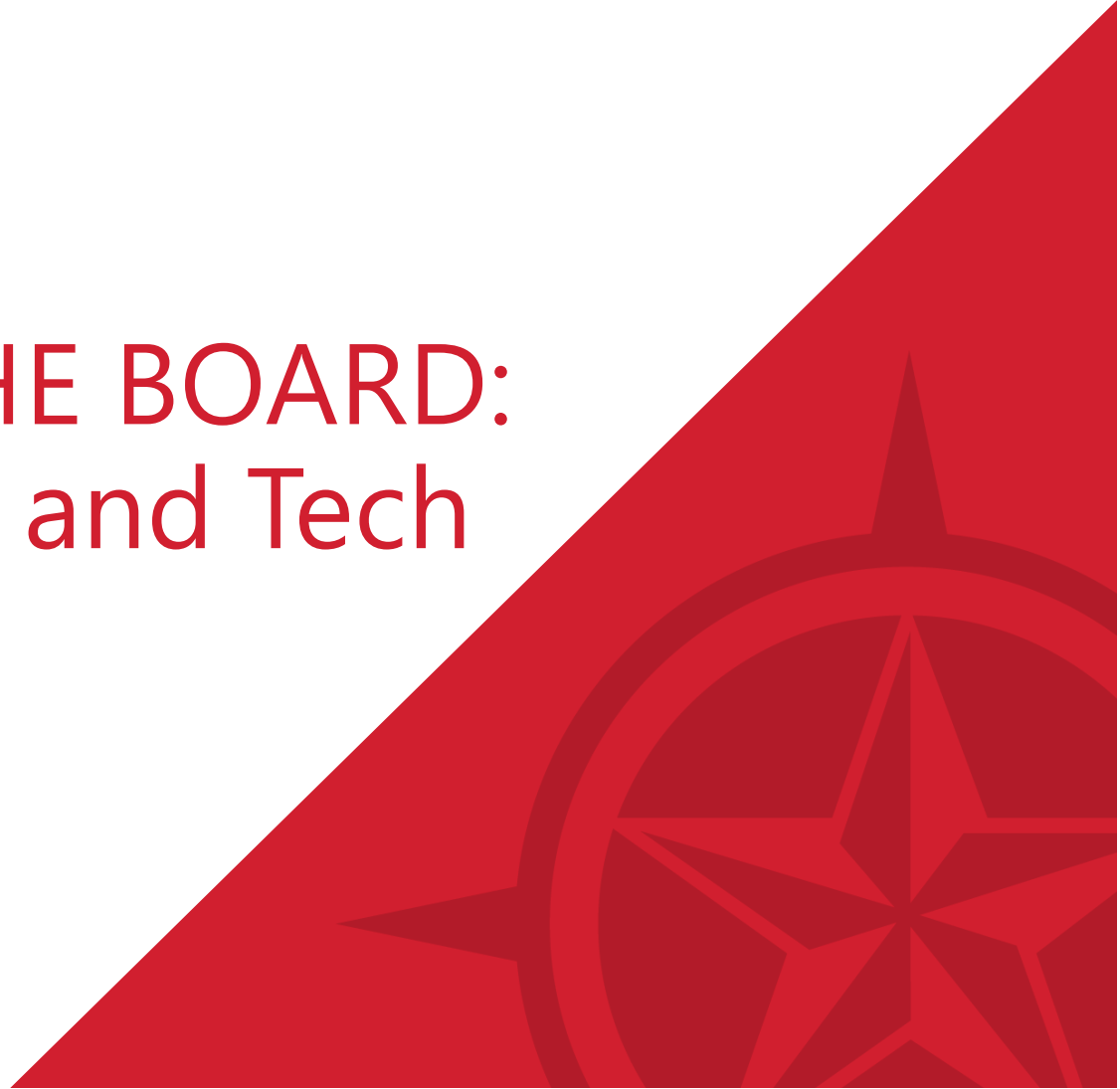




# SUPPORTING THE BOARD: Tools, Timelines, and Tech





Humans are Tool-using Animals....

Nowhere do you find humans without Tools,  
without Tools they are nothing,  
with Tools they are all.

Thomas Carlyle





The best ideas are stolen.....  
(borrowed?)



- Anyone/everyone who needs to know
- Steps: final item received, to final internal review
- Steps: going public
- Day before meeting
- Day of meeting

## *Checklist*

### Board Meeting Prep and Follow Up



- Next morning/immediate
- Within a week/second priority
- Longer term
- Helpful General Information/Reminders
- Version Date (lower right corner)

## *Checklist*

### Board Meeting Prep and Followup



➤ Side by side with meeting agenda

➤ Use of A, 1, 2

➤ For special meeting, print as few as two pages

## *Note Taking* at the Board Meeting

## *Travel Tracking*

- Include document in all Travel Binders
- Hotel name, address & phone number at top of page
- Include all flight itinerary arrivals/departures/airlines
- Include hotel confirmation
- Share a copy with office staff
- Save a copy in the share drive

- Artificial Intelligence
- Desk Manual (institutional knowledge)
- Monthly To-Do Basics List?
- Professional Development/Conferences

*OTHER*



# Your best tool?



# Questions?

