



## Prepare More, Meet Less: Doing Your Pre-Meeting Homework Will Make You a Hero. Part III of III

### Know what you need to know

In each meeting you attend, there is a certain amount of “content” or knowledge that must be present to achieve the intended results. Ask yourself the following questions to help clarify necessary information, the absence of which might jeopardize meeting success.

- What are the priority issues in your mind and in what order should they be discussed?
- Are there more issues being proposed than are necessary to accomplish the stated meeting goals?
- Given the outcomes you’re after for this meeting, have all the prerequisite steps been accomplished?
- Do you have all the information you need to accomplish these outcomes? If not, what more do you need and where can you get it?
- What is your personal opinion about the issues?
- What are opposing views and what merit do they have? Do you completely understand them? Is some form of compromise acceptable? If so, how would it look?

Having these answers in place before the meeting will help assure that fully informed decisions are made. Anything short of this and outcomes may be delayed, meeting time of the participants will be less than well spent, requiring more at a future date, or worse, the group rushes to an ineffective decision that has to be corrected later.

### Is this practical?

Ok, right now you may be saying, “Are you nuts? Do you really expect me to do all of this groundwork before going to every meeting? I’d never get anything done. Besides, things seem to be working out just fine the way I’m doing them.” If what you say is true, then congratulations, you’re in a “meeting minority.” If things could be better for you, then just try reading through these questions before your next meeting. Consider them guidelines. Perhaps only one or two of the questions will call you to do just a little more preparation. See how this impacts the results and your experience of the meeting. To make this easier for you, we’ve distilled the above points into a short list of questions (Continued on back side)



This web site is the Indian Health Service American Indian and Alaskan Natives Children’s Health page. It provides information and links, grants/research opportunities, adolescent health, immunizations, evidence based pediatrics, etc.

<http://www.ihs.gov/MedicalPrograms/MCH/CH.asp>

### A SPECIAL THANK YOU TO OUR FAMILY VOICES NETWORK MEMBERS!

“You will find as you look back upon your life that the moments when you have truly lived are the moments when you have done things in the spirit of love.”

—Henry Drummond



### SPOTLIGHT

#### KASA Project Assistant

Sebastian Kline joined Family Voices on Monday, February 14, 2005. He will be working in the New Mexico office providing support under the Administration of Developmental Disabilities Grant for the KASA project. Sebastian is a soccer coach and enjoys working with people. As well as being a good people person, he has a good sense of humor, and he loves to meet challenges in life and then work on them. By having this new job he feels independent. Sebastian has survived being hit by lightning. Please join all of us in welcoming Sebastian on board.

Check out the Center on Budget Policies and Priorities for a look at the Administration’s FY 2006 Budget—<http://www.cbpp.org>. The Center, a nonpartisan policy institute, conducts research and analysis on a range of government policies and programs, with an emphasis on those affecting low- and middle- income people.



## ReCap of FV Talk

*This information is a summary collected from Family Voices Talk listserv*

### National Conference

The Family Voices National Conference: The Heart of the Matter...A Call to Action was a resounding success! Network Members, partners, special presenters, staff, and board members met at the Phoenix Park Hotel in Washington, D.C. between February 10-13 to connect, learn, and share. During Policy Day, participants tackled the pressing topics of Medicaid and Medicaid reform by taking their concerns to the Hill, engaging in discussions with the knowledgeable Julie Beckett and Ellen Nissenbaum, and working in small groups to identify their ideas for the positive reform of Medicaid. Over the course of the next two days, 28 breakout sessions allowed participants to learn and share ideas on topics ranging from working with youth as partners to structuring and organizing data to recognizing stress.

This being the first time that KASA youth were involved in the conference, participants had the opportunity to hear from and engage in conversation with the KASA National Advisory Board during a luncheon panel entitled, "Taking Pride in Making Our Own Decisions." Finally, Family Voices was honored to give eight awards to well-deserving individuals for their work on behalf of children and youth. Awardees included ABC News Correspondent Chris Cuomo, Senator Hillary Rodham Clinton, the KASA Advisory Board and Consultants Team, FV Board Member Martha-Jean Madison, Dr. Gil Buchanan, Patti Hackett, Jim Cantwell, Rich Meade, and the Gina Pola-Money & Anthon Money Family. Overall, the conference was fun, informative, and a fabulous source of networking!

### Inspiration

**"The most rewarding things you do in life are often the ones that look like they cannot be done."**

—Arnold Palmer

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### Resources

#### Data Bytes

From the FV April-June 04 Data report

28 states reported activities in the following categories:

States with a listserv report total: 9,906 members

States with a website encountered a total of 306,955 hits

States who were able to report web page visits: 23,778

Web page requests: 25,706

States distributing newsletters: 178,983

States provided 49,930 handouts

States had 379 requests from professionals to review materials

Number of persons participating in meetings sponsored by FV network members: 46,912

#### Prepare More... Continued for front page

that I encourage you to review well in advance of your next meeting. If you can't answer "yes" to all of the questions below, do what's necessary so that you can show up to your meeting as an exemplary participant.

- Do I have the meeting agenda in hand, do I understand each item, and are there any items that I think should be added or excluded?
- Am I clear on the purpose and intended outcomes of this meeting?
- Am I clear on your personal goals with this group and with individual participants?
- What are the priority issues that must be discussed or described?
- Do I have all the information I need to accomplish planned outcomes, and will any of this information be useful to other attendees prior to the meeting?
- How will I know if this meeting is a success?
- Does the authority exist to get the job done in this meeting?
- Who's attending the meeting or should attend?
- Is there anything I need to discuss with them or know about them that will help me be more effective in this meeting?

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