

Meeting Evaluation Form

Please indicate how much you agree with the following statements by circling your response using the scale provided, where 1 = strongly disagree and 5 = strongly agree.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Comments
LOGISTICS						
The location was convenient for me.	1	2	3	4	5	
The meeting time was convenient for me.	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 goals.	1	2	3	4	5	
CONTENT						
The purpose and objectives of our meeting were clearly stated.	1	2	3	4	5	
The content of the meeting was informative and useful for me.	1	2	3	4	5	
The focus of our meeting was aligned with our strategic goals and priorities.	1	2	3	4	5	
This meeting advanced the work of our organization in a meaningful way.	1	2	3	4	5	
PREPARATION						
The pre-materials were sent sufficiently in advance of the meeting date.	1	2	3	4	5	
The pre-materials provided appropriate information for our meeting purposes.	1	2	3	4	5	
The pre-materials for this meeting were 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	

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Comments
PROCESS/TEAMWORK						
All meeting participants were encouraged to participate.	1	2	3	4	5	
All meeting participants were actively involved.	1	2	3	4	5	
We engaged in informed, purposeful discussions.	1	2	3	4	5	
We 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, or other 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?