To: Jack Press & fellow VHS chapter Board Members From: Kirk Prather, VHS Bd Secretary Date 2020 09 07 r2

Re: A proposed motion to VHS Board of Directors for Sept 16, 2020 Board Meeting

1. Motion: That our chapter Board of Directors discontinue our current traditional practice of orally delivering most monthly reports by Chapter Officers & Board VPs at Monthly Board of Directors Management Meetings. Instead I propose that each chapter Board member who is giving a report at a Chapter Board Meeting write out or outline with detail their report, and distribute it to all Board members so they can all read the written reports at least 1 day before Board meetings. (Note our new software enables Bob Karlin to also post reports for a specific Bd Mtg Calendar Event file)
2. Potential Benefits of the Motion to the VHS Board Members
   1. Note this motion proposal is recommended as Best Chapter Practice by Barbershop Harmony Society in all their Barbershop Harmony Society Chapter Officer/Board Member Instruction Manuals including BHS Chapter Sec’y instruction manual, and is recommended as well in books about having more productive management meetings.
   2. I worked many years in companies as a department manager as part of a company management team. I experienced & participated in both A) delivering department oral reports in management team meetings like our chapter Board meetings in which a high percentage of management meeting time is spent listening to oral reports, and in B) writing required department reports & distributing them to all the management team members to be read before management team meetings. I noticed Method B) tended to shorten management meetings and refocus time away from mostly absorbing report info, to focusing more on report follow-up if needed to the written report.
   3. In my opinion, writing up a report to be read in advance of a Board Mtg., versus presenting only an oral report at the Board meeting, tends to result in the reporter conveying more organized report information that is better understood, with more data remembered, and that can be refreshed by re-reading than with oral delivery.
   4. Most people can typically read a written report or well-written outline much faster than an oral report can be delivered. Also written reports can be read again. Further, the majority of humans remember more information from reading a written report or seeing a good visual informative outline (because of stronger visual memory retention) than if they heard an oral report (weaker audible memory retention for most people).
   5. Starting a board meeting discussion about a written department report that everyone has read, help Board meetings avoid a big percentage of meeting time spent just listening to understand oral report deliveries. That listening time might be better spent creating & tracking more follow-up improvement action items to get more done.
   6. Reading all the Board reports before Bd meetings can help a President plan better meeting agendas, and plan strategies to improve productive time in Board meetings.

I hope that my potential benefit list for my motion is persuasive enough to vote to give it a trial. KP