

Polly & Bob Localboards

Monthly Meeting



The goal of the monthly meeting is that all members, that come up with an idea are supported to make it real. In an ideal case she finds enough others to join her. Projects can however also be done alone. The main rule is, everything should be realised that does not turn down the idea Polly & Bob, of connecting neighbors. Religious events and events involving political party involved are excluded. The monthly meetings serve to manage accountabilities, occuring tensions in a simple and unbearocratic way without long discussions on details.

Therefore the meeting follows a strict structure, that takes 60 – 90 minutes. In the first Part its all about status updates and asking for help of the project owners. In the second part it is about decide what new projects should be done and all about accountabilities and roles.

A localboard always starts with the founders, one of which takes the role of facilitator and one the role of a treasurer. Roles set accountabilities, tasks can be delegated, still the role owner is accountable.

Part 1: Status

Check in: each participant says her name, puts on a name tag and says how she feels in that moment, in order to leave behind what was before. New members can put their contact details into the contact list. The facilitator organizes tag-band and the contact list. (max. 5 Min.)

Checklist of frequent tasks: the facilitator reads checklist of recurring actions by role, participants respond „check“ or „no-check“ and adds a few words in case of need. The list will be updated and shown to all people in the contact list as a google doc. On new recurring actions will be decided later in the second part not at this time. (ca. 5 Min.)

Metrics review: If the board decided to have certain goals, e.g. for certain roles, here the current status will be announced by the moderator. No discussion here. (max. 3 Min)

Progress Updates: the facilitator reads each project. The projectowner updates on changes. Only short questions to improve understanding ar allowed, tensions are triaged in the next step. (max. 10 Min)

Triage Issues: this is to help projectowners and to dissolve operational problems and tensions. The facilitator gathers issues to be triaged and sets an agenda. Each agenda point should not take more than 5 minutes. In this part it is all about solving issues quickly and helping the projectowner. Bigger issues and new propositions will be dealt with in the second part of the meeting. (appr. 20 Min.)

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Part 1: Status

Each point on the agenda will be resolved in this way:

- i) short intro of the point (2 sentences)
- ii) Facilitator asks: „What do you need?“
- iii) Agenda item owner engages others as needed.

In case new recurring actions should be installed, it will be put on the agenda of the second part.

- iv) After a while facilitator asks: „Did you get what you need?“ If so, next point.

Transition to part 2: ea short roud of each participant says how she feels, in order to let go the operational part. (max. 5 Min)

If applicable 10 minutes brake

Part 2: Decisions

Start with an announcement how long the meeting is going to last, so that everybody can leave in time.

Agenda building: in addition to that already listed agenda points from the first part, here everybody is invited to make proposals how to solve issues and tensions and proposals on new roles, and on changes in accountabilities of roles and on who takes roles. (max. 5 Min)

Integrative Decision-Making Process: (max. 5 Min each agenda point)

1. The proposer present her proposition. Only she speaks.
2. Clarifying Questions: only clarifying questions to seek understanding allowed, no comments and reactions here. Proposer answers the questions.
3. Reaction round: Each person is given space to react on the proposal. No discussion, no responses.
4. Amend and Clarify: The proposer can clarify or amend her proposition. No discussion allowed.
5. Objection Round: The facilitator asks: „Do you see any reasons why adopting this proposal would cause harm or move us backward?“ (an objection). Only the objector talks. The facilitator notes the objection.
6. Integration: Focus on each objection, one at a time. Mostly objector and proposer talk in order to craft an amended proposal that would not cause the objection, but that would still address the proposers tension. Once all are integrated, go back to the objection round with the new proposal.

Check Out: Each participant says how she feels at the moment. Next date will be announced. End.

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Further Questions

How much money does each accepted project receive?

First of all try to keep the costs low. Use Polly & Bob equipment of the localgroup or ask around who can lend the needed equipment. Events should include a small fee for participants. Try to get public funding. Each accepted project will receive the full budget, as long as enough money is available. Even the money is not sufficient it will be distributed according to the amount of projectowners they have, maximally 4 projectowners can be count. Example: in case of 1.800 Euros available, project A has only one projectowner, project B: 2 projectowners, project C: 3 projectowners the money is divided: A 300 Euro, B 600 Euro, C 900 Euro. Saved money can be allocated in the following months.

The treasurer will pay the money out after receiving the receipts. Receipts and account status have to be reported to the centre. The treasurer runs a cash register.

Example of a cash register, which will be held available online:

Date	Revenues	Expenses			Text (Revenue Source, Expense for which Project)	Who (treasurer)
		budgeted	therof realised	Date of payment		
01.02.2015	500				Monthly fees of members	Markus
23.02.2015		500	400	25.02.2015	project backyard flea markets	Markus
30.03.2015	150				fee for backyard flea markets	Verena

Important: Roles are functions. Role owners fill the roles, they are accountable, they can delegate the task but stay responsible for its accomplishment.

Recommendation: after the meeting people should stay together to hang out together for a while like an open meetup.