

CHC Worst Case Scenario 3: You notice that your fellow CHC appointees have stopped coming regularly to meetings? What can you do to increase attendance?

Best CHC Outcome Scenario 3: That the CHC appointees see meeting attendance as essential to their appointed role, attending each full commission meeting prepared to participate.

GROUP PARTICIPANTS

1. Judith Smith	Wilson County Historical Commission
2. Kat Lee	Grimes County Historical Commission
3. Janice Trant	Grimes County Historical Commission
4. Larry Foerster	Montgomery County Historical Commission
5. John Dulin	Rusk County Historical Commission

1. Gather information — *What information do we need before taking action?*

- Are meetings being promoted?
- Do they (chairpersons) continue to remind people (appointees) of CHC meetings through emails, submission of meetings and activities to news media, FB and other social media?
- Internal evaluations to better understand meeting attendance issues.
- Do CHC bylaws have an attendance clause? If so, is this clause enforced?
- Were appointees ever told that attending meetings was required as part of the appointment?
- Are appointees aware of the consequences for meetings not making quorum?
- What are some reasons that appointees are not attending meetings?
- Have appointees been asked why they are not attending CHC meetings?

2. Consider relationships — *What to keep in mind to maintain respectful relationships?*

- CHC must provide sufficient notice for meetings and trainings so that appointees can schedule appropriately, maximizing chances that appointees will be able to attend meetings.
- Consider realistic limitations that apply. Are meeting times and locations convenient for all appointees? Conflicts with work schedules, area events? Have some appointees stopped driving at night? Are some appointee residences inordinate distances to travel?

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- Consider meeting content. Is current meeting format accomplishing something substantial or are the same matters discussed meeting after meeting with no action taken to resolve?
 - Thank appointees for attending and emphasize importance of participation at each meeting.
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3. Make a plan — *What actions should be taken to accomplish best case outcome?*

- Distribute copies of bylaws
- Recognition for volunteers
- Report to commissioners court
- Partner with other CHCs to share ideas
- Limit time frame and stay on track
- Encourage appointees to participate in meetings—not just sit and listen but comment and ask questions
- Consider advisory roles for less active or previously active participants/appointees.

Key actions:

1. Visit with appointees and ask why regular attendance is challenging.
 2. Consider best approach for your CHC— are meetings at same place/day/time or different locations/days/times.
 3. Consider adding a learning component/presentation to each meeting to increase interest in attending.
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