1. Keep the meeting upbeat. No matter how serious the purpose of the meeting, remember the meeting itself is a positive event. Neighbors are coming together to build networks and trust to get things done.
2. Introduce yourself at the beginning of every meeting.
   * Welcome new people. If the group is a reasonable size, have everyone introduce themselves.
   * Encourage everyone to fill out and wear nametags to help the group get to know each other.
   * When using interpreters for your meeting, introduce them first and get the group settled before moving on to the program.
3. Review the agenda and establish ground rules which could include not speaking over each other and/or being respectful of all ideas and people.
   * Remind the members what has happened since the last meeting and what decisions should be considered at this one.
4. Have an open mind.
   * Treat everyone with respect.
   * Be willing to accept the majority opinion gracefully, even if you do not agree with it.
5. Encourage all participants to speak their minds freely, but stay on schedule. Keep people on the topic. Use a watch and follow the agenda.
   * Give each person an opportunity to state their own point of view.
   * If people are repetitive, restate the information that they have shared and move on.
   * When it is almost time to end a discussion, select final speakers and their order from those still indicating a desire to speak. The discussion should end when those people have had their turn.
6. Mediate arguments when they arise.Don’t let disagreements between participants become personal arguments.
   * Try to stop arguments before they get started. (For example: “Okay, that’s good. We have two completely opposite ideas on this subject. Let’s hear some other ideas now.” Or, “Would someone else like to comment on these ideas?”)
   * If differences can’t be settled in a positive way, put off deciding and work things out later.
7. Publicly summarize what needs to be done. Review all discussions, decisions made, and the tasks to be assigned. Make sure that people leave the meeting with a clear understanding of what decisions have been made and which tasks are to be done by whom.
8. Do not be afraid to delegate duties and tasks. Be aware that you cannot do everything on your own and that others have chosen to be active members because they want to be a part of the association.
9. Always adjourn the meeting with appreciation. Thank everyone for their interest and participation.
10. Follow-up on the assignments after the meeting with the members assigned to each task. Sometimes members need to be encouraged to get things done.
    * You may need to provide a lot of positive reinforcement to get things accomplished.
    * Stay on top of things to ensure completion and success of the assigned task.