

**April Jacobs**

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**From:** Maria Gutzeit  
**Sent:** Tuesday, August 9, 2022 8:46 PM  
**To:** April Jacobs  
**Cc:** Gary Martin  
**Subject:** Request for Agenda Item

Hi April:

I did not know you needed to know in advance if we were going to request a future agenda item verbally at the meeting. I'm sorry I missed the deadline for the upcoming meeting but would like the agenda planning team to consider something to this effect for a future meeting or a workshop meeting:

I would like to have a presentation on how to optimize our board meetings. This may include a review of the following:

- 1) Roberts rules of order review (first motion, subsequent motion, ammended motions, motions to table.)
- 2) Preparing for meetings
  - asking staff any multiple, lengthy or detailed questions in advance of the meeting so they can be prepared to respond completely and throroughly.
  - feel free to discuss anything in depth in advance of the meeting with staff if you have specific concerns.
  - ask staff for suggestions on how to handle your concerns, in advance of the meeting.
- 3) Maintaining a policy focus
- 4) Relying on committees for the detailed work. Clarify how board members can get information from committees they are not on.
- 5) Best practices for moving items forward in a timely manner at board meetings.
- 6) Any other related or relevant suggestions from meeting organizers or board efficiency experts are welcome. I am sure there are things I did not think of that they could suggest.

Thanks!

**Maria Gutzeit, Director**  
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