

The 5-Minute BUSINESS MEETING In 5 Steps



The Delta Kappa Gamma Society encourages each local chapter to hold at least four meetings a year. There are times when decisions for the chapter should be made; however, that does not mean that whole meeting needs to be filled by a business meeting. What we are suggesting is that you use our “5 Step” process to streamline the business portion of your chapter meetings, which will leave more time for food, fun, fellowship, and some great programs!

Now that you have all this extra time at your chapter meetings, fill them with some new programs!

[Browse program ideas from the DKG EEC.](#)

Some Things to Consider

- Post the information on your chapter’s website to save on printing costs
- E-mail the information prior to the meetings so members can copy for themselves
- Use technology available in the meeting space to display the information during the meeting

How to Hold a 5-Minute Business Meeting



Step 1: Before the meeting date, gather all of your necessary paperwork, such as minutes from the previous meeting, treasurer’s report, and committee information.



Step 2: The day of your meeting, make copies of the compiled information so that it can be ready to pass out at the meeting.



Step 3: As your meeting begins say, “Please notice the minutes from the last meeting, the treasurer’s report, and committee reports (and any other materials) at your table and take a moment read through them during dinner.”



Step 4: At the beginning of the business meeting say, “You will find the minutes from the ____ meeting. I hope you have taken a minute to read them. *(Pause.)* Are there any questions or corrections? *(Pause.)* If not, can we have a motion to accept the minutes as presented?” *(Pause, then ask for a second, and take a vote.)* The minutes from the ____ meeting have been accepted.”



Step 5: Repeat this step with the treasurer’s report and any other business needs.

Remember, this may not work in all situations, but streamlining your business meetings a couple times a biennium will allow more time for high-energy and engaging programs!