



All a-Board!

The Purpose, People, and Process of CAA Boards

6. Process: The CAA Board Meeting Ecosystem - Consent Agendas and the Conservation of Time

Discussion Guide

Length: 7:56”

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Video Summary

Like a complex ecosystem, a board of directors of a CAA has a highly-developed set of structures and processes that help it navigate survival in its world of compliance and governance responsibilities. This video, which is narrated in a manner similar to a nature documentary film, follows a board of directors as it uses a consent agenda to save time and resources at a board meeting. It provides an overview of a consent agenda, what it includes, and how it can be used effectively to allow for in-depth analysis and discussion of important issues, such as strategic planning or development priorities.

Learning Objectives

After watching this video, participants will be able to:

- Understand what a consent agenda is and how a board can use it to help streamline board meetings and improve board efficiency.
- Understand the process required for a board to adopt and implement a consent agenda.
- Highlight the types of items that a board may and may not include on a consent agenda.
- Consider the benefits and drawbacks of a consent agenda and discuss whether it is right for your board.

Using the Video Effectively

Suggestions for how to use this video include:

- Ask board members to watch the video on their own, and at a board meeting, facilitate a discussion of individual members’ reflections or responses to the questions below.
- Show the video during a board meeting and facilitate a discussion of the questions below.
- Show the videos as part of a larger board orientation or training process and facilitate a discussion of the questions below.

Suggested Discussion Questions

1. If showing this video to a group, consider pausing the video for discussion at certain key points. Doing so may help to engage viewers more fully. At the following key points, the group could be asked:
 - a. (3:05”) What would your organization include on a consent agenda?
 - b. (5:12”) Should Allen speak up? Why or why not?
 - c. (6:24”) Now that the board has approved the consent agenda, what are some examples of issues that could now receive additional attention and discussion at the board meeting?

2. Are there issues that your board feels don't get enough attention at board meetings? Do your board meetings often feel rushed?
3. How could a consent agenda benefit your board meetings? What could it allow your board to do better? Would it take away from anything that your board currently does?
4. What steps could your board take to implement a consent agenda at its board meetings?
5. What items could be included in a consent agenda at your board meetings?