

## Lakewood Foundation Planning Task Force

- Start and end meetings on time
- Turn cell phones off or to silent mode
- Actively listen
- Ask questions
- Encourage full group participation
- Value each other's opinions
- Uphold task force decisions (unified voice)
- Speak loudly and clearly
- Encourage concise remarks
- Aim to have materials for task force review with at least 5 days in advance of meeting
- Limit use of abbreviations and acronyms