

NATIONAL SECRETARIAT MEMO



FROM: National Secretariat, Akwa Ibom State Association of Nigeria (USA), Inc.
TO: All Members
DATE: July 2, 2010
SUBJECT: Time and Data Management Courtesy Discussion

One of the recurring themes from the 2009 National Convention feedback is our failure to start events on time.

This feedback gives us the opportunity to engage in a courtesy discussion with respect to time and data management. Look within your local chapters and local associations, how are you doing with time and data management. Do some soul searching and please start with self, did you attend your last meeting on time? Did you call into your last teleconference on time; if you could not attend, did you call or make contact with organizers to excuse yourself if, as a stake holder, you would not be available to attend? To the schedulers and organizers, did you ascertain that event/meeting time was suited to the majority of expected attendees? Did you effectively communicate purpose and what was at stake? Did you confirm notice reached the target audience? How about that 30 minutes to start time reminder (or whatever lead time is appropriate)?

Lateness to meetings and events has become standard operating procedure. We recognize that at a personal level, folks have a flurry of activities they have to manage; that is only natural. However, there are times when our time and data management behaviors impact others.

Start time: We have been to several meetings where the participants come in or call in after the scheduled start time. This impacts others who are on time. In many instances they have to wait for others to show or form a quorum, and then the meeting/event runs over its scheduled end time, causing other time and data management issues (personal or community). The adverse domino effect is usually evident at conventions and council meetings. When we end up cancelling meetings, a lot of vested time and other resources are wasted. This is particularly disconcerting to those who made personal sacrifices to plan for meetings and/or events. It is embarrassing when non member guests are seated on time, yet organizers and members are missing.

One meeting: Sidebar conversations may be helpful to clarify what is being presented. However, we need to keep them to a minimum, and keep them quiet. They are distractions to other people trying to listen to a recognized speaker.

Cell phones: Ringing phones could be a distraction to presenters in meetings or events. Furthermore, when you take a call, it appears you are not interested on what the presenter or recognized speaker has to say. This is particularly embarrassing and inappropriate when we have non member observers or presenters. Oh! Please put your phone on mute during teleconferences if you are not the active speaker.

We are not naïve to think that we can completely eliminate these issues; however, we should be mindful of the impact our behaviors and actions have on others, and make the sacrifice to attend meetings and events on time, focus on the one meeting, and turn off your cell phones or put them on vibrate.

Have time data management ideas, don't just complain, share them and lead by example, attend your next meeting or event before the scheduled start time.

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