



Space Coast Communities Association

Serving Central Florida Home Owners, Cooperative, Timeshare, and Condominium Associations

**1 CEU
CREDIT**

9 Steps to an Effective Board Meeting

SPEAKER



Monthly Meeting

RADISSON RESORT AT THE PORT
CONVENTION CENTER LOBBY
SALON 1

8701 ASTRONAUT BLVD CAPE
CAVERAL, FL

Wednesday

May 20

9 AM – 11:30 AM

Elizabeth Sierra

Regional Manager

Campbell Property Management

Attendees will learn nine key practices for running productive meetings, including proper preparation, having the right equipment, setting time limits and ground rules, and following a clear agenda. The session will also cover encouraging member participation, applying Robert’s Rules of Order in a practical way, maintaining respectful communication, and understanding that meeting minutes should reflect actions—not serve as transcripts.

Refreshments Sponsored By



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