



# 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  
JAMAICA ROOM  
8701 ASTRONAUT BLVD CAPE  
CANAVERAL, 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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