

Meeting Management for Masons

Run a focused planning meeting and leave with a clear decision, owner, and next date.

Robert W. Linn, PM | Bosley Press

First step: Write the result you need from the meeting in one sentence.

Choose the help you need

[Before anyone sits down / 2](#)

[A complete 30-minute planning agenda / 3](#)

Tap any title above. Each page also has a link back here.

Free starter. You may print and share this complete starter with credit.

Before anyone sits down

The meeting runs late, the same subject returns three times, and nobody knows what was decided. Start by giving each discussion a useful finish.

1. Name the result

Write "Choose a supper plan within \$300," instead of "Discuss supper."

2. Bring the facts

Send the cost, options, and constraints beforehand. If a fact is missing, name who will find it.

3. Give each item a time

Put the decisions first. Reports that need no discussion can be read beforehand where your rules allow.

4. Confirm the finish

Read back what was decided or recommended, who agreed to act, and by when.

Tonight we need a supper plan we can afford and people willing to carry it out. We have 30 minutes. Let us finish by reading back the plan and the open questions.

Use this guide for officers' or committee planning. In a stated meeting, the presiding officer and your jurisdiction's required order and rules govern.

A complete 30-minute planning agenda

Fictional example: prepare a recommendation for the lodge supper. The group can recommend; it cannot approve spending beyond its authority.

Time	Work to finish
0-3 min	Confirm the result and decision authority.
3-8 min	Check attendance estimate, budget, and kitchen availability.
8-18 min	Compare two workable meal options.
18-24 min	Agree the recommendation and any approval still needed.
24-28 min	Ask willing people to take the next actions.
28-30 min	Read back the recommendation, owners, and dates.

We recommend sandwiches within \$300, subject to the lodge's approval. David will get the quote Tuesday. Rob will ask about the kitchen. No order is placed until the required approval is obtained.

A useful recommendation can include an unanswered question. Do not record a proposal as an approved decision.