

MicroBoard Calls - monthly engagement with several of your fellow members, give you a way to get continual input and advice as you journey toward your goals – an improved business and an improved life!

Making changes and improvements is not easy and having the ear of sympathetic, understanding and experienced peers is invaluable. Your participation also insures that your peers find the help they need as well, leading to a stronger, more successful Roundtables Group – the envy of the community!

Our most successful members know that meeting this membership commitment has a significant impact on the decisions they make – and they take their participation seriously!

"My microboard group has created accountability, encouragement, and a safe environment for feedback and constructive criticism. The group discussions have made me a better person in both business and my personal life. I look forward to and get excited for each call and am grateful of the friendships and relationships that have developed from it."

John Daly
Revision, LLC

Here are some tips on making your MicroBoard calls work:

1. Be prepared. Your peers are investing their valuable time to help you so show them the respect that they deserve by being ready for the call. Make this time count.
2. Show up and be on time. Post the MicroBoard calls on your calendar as soon as the times are set and treat this commitment of membership as a priority.
3. Be in a distraction free environment during your call so that you can be fully present.
4. Inform your staff of the importance of this call so they know not to pull you away.
5. Save the dial-in number on your phone for easier calling even when you are out of the office.

While at your Roundtables Meeting, you would have:

- Been assigned to a MicroBoard Group with 2-3 of your fellow members. These groups can be formed randomly or around a specific topic such as sales management or estimating.
- Identified the MicroBoard Leader.
- Chosen a standard time to talk each month. (i.e., the second Wednesday of each month at 3:00 pm).
- Determined whether this meeting will be a telephone conference or video conference.
- Agreed upon the frequency of the calls. As a Roundtables Member, you have committed to monthly MicroBoard calls. However, some groups prefer to talk more frequently.

Your MicroBoard Leader (identified at the Roundtables meeting) is responsible for:

- Sending a reminder email to each person in his/her MicroBoard approximately 2-4 days prior to the call.
- If you have agreed to discuss a specific topic, the leader will include this in the reminder.
- Facilitating the MicroBoard session, insuring that the posted times are met.
- Letting RA World Headquarters know if they have any challenges with participation.
- Welcoming new members into the MicroBoard. Remember, you may be the first contact these new members have had with any of their new fellow members so please be warm, kind and accepting as you help them get their Roundtables "sea legs."

Suggested MicroBoard Formats: Here are several formats that work well. Choose the one you like the best.

Format A

Each member of the MicroBoard would have a dedicated 15 minutes to report on the following.

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|--|--------|
| 1. Status of your commitments | 2 mins |
| 2. Company update | 3 mins |
| a. Goals vs. Actual – Revenue, GP, Net | |
| b. Department status | |
| 3. Update on issues discussed in previous MicroBoard call. | 5 mins |
| 4. Opportunity for input on a new idea/challenge/issue you are facing. | 5 mins |

Format B

Each member of the MicroBoard would have dedicated time to report on the following.

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| 1. Status of your commitments | 2 mins |
| 2. Company update | 3 mins |
| a. Goals vs. Actual – Revenue, GP, Net | |
| b. Department status | |
| 3. Opportunity for input on a new idea/challenge/issue you are facing. | 5 mins |

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| Group Discussions – Special Topic Discussion | 20 mins |
| a. Share strategies input on the topic that you and your fellow members had agreed upon prior to the call. | |

Format C

Each member of the MicroBoard would have a dedicated 10 minutes to report on the following.

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| 1. Status of your commitments | 2 mins |
| 2. Company update | 3 mins |
| a. Goals vs. Actual – Revenue, GP, Net | |
| b. Department status | |
| 3. Opportunity for input on a new idea/challenge/issue you are facing. | 5 mins |

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| Group Discussions – Financial Report Review | 20 mins |
| a. Each member sends monthly financial reports (ie. P & L, Balance Sheet, WIP Spreadsheet) to the others for review prior to the call. | |
| b. Questions or comments about the reports are shared and discussed. | |

Recommended Tools to Use for Your MicroBoard Meeting:

- Zoom
- Microsoft Teams
- FreeConferenceCall.com
- Google Hangouts
- FaceTime