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Business Meeting? Let's Make It Snappy!

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Spotlight Over Washington

News from Washington has become so complicated and voluminous in the last few years that no college girl can hope to follow all of it. Accordingly, the Homemaker attempts to fill the gap by picking out the more interesting bits in its Washington Spot.

RECENT figures from several lines of business show that we are approaching a period of peaks. Last year Americans ate more meat than ever before. The Institute of American Meat Packers predicts that there will be some scarcity in choice cuts but that no serious shortage or price advances are expected.

* * *

Drugs and cosmetic manufacturers topped the list of radio sponsors. The chain revenue that rolled in from this source last year rose to \$39.9 millions, a 75 percent increase over the 1933 total of \$7.9 millions. Foods and food beverages accounted for 32 percent of the total source which goes to prove that appetite holds one of the popularity peaks of radio programs.

* * *

The vegetable textiles, cotton and rayon, have forced wool sales downward. The amount used now averages 4 yards per capita; in 1920 the average was 6 yards, and in 1910 the amount recorded was 8 yards per capita. In the new drive for wool its backers will use publicity, fashion exploitation, retail merchandising, and more and wider advertising.

* * *

Revolite—a new cloth put on the market—offers to live up to its name and do much in revolutionizing women's work and wear. It is declared suitable for drapes, upholstery, raincoats and umbrellas. It is washable, waterproof, immune to climatic changes of heat and cold. May we suggest its use for kitchen or chemistry

aprons, bathing suits, artists' smocks, shower curtains, and so on—a short cut to less work and more protection.

* * *

Meat testers are now using cats instead of mice to see if meat is tainted. Generally the feline refuses to eat bad meat, but if she does eat it, the reaction is immediate.

* * *

The chill of a snowstorm in India has settled on some of the big business houses in London. The storm nipped the entire peanut crop in a certain

region of India which had been contracted for and for which futures had been sold in London by Strauss and Co. As a result, this company, one of the oldest and largest English brokerage houses in London, went into bankruptcy. A mild panic occurred on the London commodity market. Another far reaching effect of the snowstorm, although not so chill for Americans, was higher prices on peanuts in the U. S. markets.

* * *

Last year's drought has caused the prices of lard and corn oil to rise to the point where the higher-priced peanut oil can compete. Consequently, 30
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Business Meeting?

Let's Make It Snappy!

by Hazel Moore

THE meeting will please come to order."

And now that your meeting has begun, what are you going to do?

Mr. C. A. Iverson, faculty advisor of Veishea Central Committee, believes that routine is not an important point in conducting a business meeting.

Roberts' Rules of Order can formulate your phrases for you and give you the technicalities of motions. It is the long-accepted guide for fundamentals, but the important thing in business meetings is the correct use of these.

Read the minutes of the last meeting and have them approved, as a sort of pick-up from the previous meeting. Call for any old business, thus clearing the deck as it were for the most important part of the meeting.

Mr. Iverson says, "Don't do much business at the meeting. That is the place to report it." He suggests that you delegate affairs to be considered by committees before the meeting. If the organization is of any size at all, about the only thing you can do is to delegate it and approve or disapprove reports of the committees, Mr. Iverson says. "Halt any discussion and turn it over to a committee." Otherwise valuable time is wasted on generalizations and it is far better to have the actual facts reported and save the time of the people present.

Mr. Iverson believes that no business meeting should last over an hour, particularly if the meeting is a regular one. He says that he is no authority on Roberts' Rules of Order, but has found from experience that the one-hour rule brings people in.

The time of starting should be well known, start at the specified minute, and most important, do not last longer than one hour. If it lasts longer, dele-

gate the business to a committee for the next time. Committees are not giving good reports, says Mr. Iverson, if the meeting takes too long.

Mr. Iverson has found that the best people to have on your committees are the busiest ones. Those busy ones will come if the meeting starts on time and ends promptly. He says that interest will be maximum if the meetings are good.

Usually in a business there is a board of directors, according to Mr. Iverson. Many mistakes may be made because the organization does not realize this. Business is best done through the board rather than the stockholders. Likewise in our business meetings, those most closely associated through investigation with the business at hand should give a summary of their findings for the benefit of the whole group.

IN his experience with Veishea Central Committees Mr. Iverson has found that the most successful committees are those which delegated jobs.

Besides saving time, and often tempers, for each committee to have its own task lends a personal feeling, and results in the work being done in a more personal way.

A brief summary of Mr. Iverson's plan for a more efficient business meeting is as follows:

1. Delegate affairs to committees to report on. Approve or disapprove reports at the regular business meeting. Avoid long discussions.

2. Start on the dot—end promptly in one hour or less.

Now your meeting is over, the majority at least are happy. Altogether, it's been very successful.

"Meeting adjourned."