



# Top Tips for a Family Business Meeting



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You may be around each other all the time but having regular official meetings in a family business can bring a lot of benefits. Here are some tips to make it easier.

<b>Make it formal</b>	Setting a regular time and date for a meeting gives an outlet for issues to be raised. This may reduce “heat of the moment” exchanges. Even if you don’t think there is a major issue to discuss, don’t let the routine slip. This will make a meeting feel more normal when something big comes along.
<b>Where it’s at</b>	Try to use a room that you can all leave at the end of the meeting. This will give some separation between the meeting and the rest of the day.
<b>Set an agenda</b>	Let everyone contribute to an agenda. This will give the meeting structure. This can range from information that needs to be shared to decisions that need to be collectively made.
<b>Prepare</b>	Take time to think about what will be discussed.
<b>Taking note</b>	Some form of record should be taken of what was agreed at the meeting. Some businesses use an external facilitator which often creates a more professional atmosphere in the meeting.
<b>Talk</b>	Everyone should have an opportunity to have their say.
<b>Listen</b>	Don’t interrupt. Listen to what people have to say rather than just wait your turn until they have stopped speaking. You might learn something!
<b>Stick to the facts</b>	Use factual data to make your point. Try to avoid emotion or raised voices to “win the argument”. To push the business forward, what is right is more important than who is right.
<b>Open your mind</b>	Be prepared to consider opinions other than your own.
<b>Consider your tone</b>	Often, the way something is said can mean as much what has been said. If you were in a meeting outwith the family, would you speak in the same way?
<b>Be flexible</b>	Stick to the agenda, but don’t use that as an excuse to avoid discussing important issues.
<b>Wind it up</b>	Finish the meeting with a recap of what was decided, so that everyone is aware of what was decided. If an issue is not dealt with it should be at the top of the agenda for the next meeting.



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