

# ATTENDANCE RATE AT RE-OCCURRENCE MEETINGS

## Purpose:

To determine the attendance rate of Medical Staff Association (MSA) members participating in re-occurring meetings where a sessional is paid from the site's FEI funds. The meeting or committee has been identified by the site's WG as an engagement activity worthy of funding. The Working Group should determine what attendance rate is optimal to receive continued funding of the meeting (i.e. 75% attendance rate over the year)

## Participants:

MSA members

## Method:

This metric should be tracked throughout the year, and then reported to the Working Group when the group engages in priority setting for the upcoming year.

## Indicators:

- Total # of specific re-occurring meeting / year
- Total # of participants who attend each meeting
- Total # of participants invited
- Determine the average which can be reported as attendance rate

## Example tracking sheet:

From the meeting minutes, the MSA staff can identify participant attendance. This can be tracked in a simple excel file. Here is an example using a Working Group meeting:

### WG MEETINGS 2018/2019

WG DATE	15 APR	15 JUN	15 AUG	15 OCT	15 DEC	15 FEB	TOTAL	ATTENDANCE RATE
Participants in attendance	10	8	9	11	6	12	56	0.78%
Invited participants	12	12	12	12	12	12	72	

## Result Implications:

As MSAs determine what activities to fund, identifying the attendance rate at re-occurring meetings can assist in planning. For example, if attendance at a meeting is allocated \$5000 for the year and upon review the attendance rate is only 15%, those funds may be better allocated the next year. In combination with the questionnaire *Re-Occurring Meeting Satisfaction*, the attendance rate at a meeting can assist in the MSA's fiscal planning in addition to providing feedback to the meeting organizers.

## Considerations:

- Determine who are participants (receive a standing invite to the meeting / committee) and who are guests (attend on an invite only basis). Suggest reporting out only participants who receive ongoing invites.
- Suggested meetings – WG meetings, MSA meetings, LMAC meetings (where the site has agreed to fund attendance)
- Many sites fund attendance at a number of re-occurring meetings – if this is the case, we recommend choosing the meeting with the largest budget / the most attendees from the MSA