

OCF Committee Best Practices Work Group

October 27, 2019. LCC campus, Building 2, 1:00 – 5:20 PM

Dean Middleton, host

DRAFT

Members and guests present: Peaches (chair), Kirk, Jen-Lin, Sue, Colleen, Dean, Dennis (scribe du jour), Sandra, Aaron, Tom; on-line: Lainie.

Announcements--Dean: Halloween Hullabaloo will be at the WOW Hall to support KOCF.

Minutes—**Sue moved and Dean seconded to approve the September minutes.** Unanimous approval.

Agenda review—Colleen added the question of whether OCF committees should be open. Approved as amended.

Kirk: Did we establish a quorum requirement for this work group at the last meeting? No, said a few people.

Peaches: Michael Connelly withdrew from the work group. How do we add members?

Kirk: We had 11 members, now 10. Because the work group is short lived, we shouldn't add members later that we have to get up to speed.

Colleen: The larger the committee, the slower the process. A Board liaison could support the group even if not a voting member.

Kirk: Path Planning and LUMP committees have friends of the committee who can participate in committee work and deliberations and can get e-mails and minutes.

Colleen moved that we not add new members at this time. Dean seconded. Approved unanimously.

Kirk suggested we add friends of the group.

Aaron: Will support the group, whether she is a voting member or not.

Colleen: We should include how to add new members in best practices.

Colleen moved that we adopt a quorum of four members. Kirk seconded.

A discussion followed of the importance (or lack of importance) of designating a quorum. Small groups can work effectively. A bigger group lends more weight to decisions. If there are fewer than a quorum, work halts. LUMP quorum is whoever is there, but most projects span multiple meetings and get multiple reviews. Peaches suggested five. Colleen: In Path Planning meetings, the Board liaison counts toward the quorum even if not a voting member.

Aaron: Even if the quorum is not met, work can continue until the next meeting. The final meeting before sending the recommendation to the Board should follow quorum requirements.

Vote: 6 yes, 1 no (Sandra), one abstain (Sue)

Colleen moved that we adopt a quorum of five members. Sandra seconded. Passed by consensus.

Old business

We reviewed the responses to our survey of committees. Lainie reported that she got no responses from Elders or Vision Action.

Colleen: The contact list information is often outdated. We need to prompt the office staff to keep the committee membership info updated.

Sandra: Elections Committee finally got back to her but no info has been submitted yet.

Dean: Agreed to reach out to the Diversity Committee. He heard back from Mary Drew this morning and learned that she is no longer on the committee. He sent e-mails to others on the committee but has received no responses.

Peaches: Sent Peach Power information in. Contacted the Jill Heiman Vision Fund and was told they are working on the form.

Kirk: Patti Lomont of the Poster Committee responded. He asked Hilary to fill out the form for the Financial Planning Committee, but she's busy. She will ask the committee at the next meeting.

Jen-Lin: Doesn't think that the form got to Elections and Personnel committees. In some cases, committees have an e-mail address; the form should be sent there.

Aaron: Heidi is Elections secretary. It should go to her.

Sue: Sent the link to Food Committee (hasn't responded but will), Crafts (responded), Endowment (they'll do it), Budget (swamped, will do it later).

Colleen: We should recommend that all committees have e-mail addresses and a designated responder for correspondence.

Dean: Responded for KOFC.

Dennis: Wrote LUMP report. Archaeology responded.

Aaron: The results table needs more printer-friendly formatting.

Sandra: Stephanie has been helpful with tech issues.

Colleen: Interviews can get lots of info that might not be expected. Committee reports to the Board should include committee mission statements.

Discussion: Most committees have work plans, which vary from committee to committee.

Colleen: Holding the agenda review after public comments allows new topics to be added to new business. There should be a monthly work plan review, an end of the season review, and a plan for next year. No one model will fit all committees.

Kirk: A comprehensive and flexible work plan in the Path Planning Committee is valuable for efficiency.

Dean: KOFC has five subcommittees. A work plan helps coordinate efforts.

Survey--How often does the committee meet? Responses varied substantially, and the question is probably not appropriate in prescriptions for best practices.

Colleen: Committees should have a designated contact person, even if there are no officers. Should we recommend remote participation?

Jen-Lin: Confidential discussions may not be appropriate for Go-to-Meeting.

Survey--Decision-making: Four committees by majority vote, four by consensus, three work for consensus before majority vote. We shouldn't recommend a specific decision-making process, but offer info on how other committees work.

Colleen: Our report should offer education and models for how committees work, the role of the Board liaison, decision-making by vote or consensus.

Survey--Half the committees reported posting their meeting info on the .net site. Half did not.

Colleen: The Food Committee may need to hold closed meetings.

Aaron: Most OCF committees don't need to be closed.

Peaches: Some committee meetings are held at private homes—they don't want the address to be made public.

Dennis: Posting things on the .net site is difficult. Path Planning has an independent web site, which makes it more flexible.

Dean: There are plans to make the .net site more usable by more people.

Dennis: The LUMP agenda is flexible until a week before the meeting, which allows last-minute guests or changing priorities.

Colleen: Committees need designated staff contact.

Discussion: The difficulty of using the .net site, the importance of posted agendas, and values of external committee web sites.

Survey—Does committee have a dedicated scribe? 5 yes, 4 no.

Discussion: Importance of scribes and minutes.

Dean: A committee determined the work load of a scribe to earn a wrist band. Staff was supposed to find scribes.

Sandra: What are the minimum requirements for reporting? Could be just motions and votes.
Sue: Endowment Committee minutes are its final report.
Colleen: We should look at ORS rules regarding nonprofit committees. Do we have to take minutes?
Peaches: The NAO report says there are no statutory requirements for committee minutes, but reports of recommendations are required.
Colleen: Best practices recommendation should include requirements for committee reports.
Jen-Lin: Comprehensive notes provide education.
Survey—Are minutes or reports posted on the .net site? 5 yes, 4 no.
Survey—Are meetings open? 7 open to guests, 2 open by request.
Survey—How often does the committee submit reports? 4 after every meeting; 1 sometimes, 1 only with a recommendation to the Board, 1 at the end of the grant-making cycle, 1 when the Board liaison does so, 1 monthly.
Colleen: The Board should accept, reject, or send a report back to the committee.
Dennis: The Board members won't necessarily read committee reports.
Kirk: The Board can speak only through a motion, second, and vote. No feedback mechanism is available, but we need it—could be the role of the Board liaison.
Dean: Should the Board have a brief period for response to a committee report?
Discussion: How should the Board respond to committee reports? Should dialogue be scheduled or required?
Kirk: There should be a standing item on the Board monthly agenda.
Jen-Lin: At least two Board members need to be on task to get something to Board awareness.
Aaron: Board packets might not arrive until two days before the meeting.
Lainie: Would our best practices recommendations be appropriate for crews?
Sandra: Board workshops could be a venue for communicating with committees.
Survey—Does the committee have enough members to support the work at this time? 5 yes, 4 no.
Survey—What officers does the committee have? chairs, co-chair, scribes, secretary, web manager.

Best practices:

Draft agenda posted on .net or linked site. Follow a template, explicitly state agenda items.
Mission statement revisited during an annual review or as needed.
Annual checklist—review mission, elect officers, update membership list.
Meeting schedule posted.
Minimum of one meeting per year.
Work plan with periodic review.
Committee process and membership agreements.
Board appoints new members. New members may be nominated by the committee.
Discussion: Should there be a call-out for new members when a position is available? Or add a member with specific qualifications? Should Board or committee choose new members? A committee report to the Board could include a call-out for new members.
(We decided to skip the question of term limits for now.)
Discussion: How to remove committee members? Role of the Board?
Attendance policy.
Officers should include a chair/convenor/facilitator, a secretary, a scribe, others as needed.
Minutes posted on (or linked to) the .net site.

In November, we will continue reviewing best practices and begin drafting a resource manual.

Homework review:

Peaches will contact Stephanie about how to improve the .net site.

Jen-Lin: How to develop consensus? Aaron and Sue will work with her.

Kirk: Best Board practices.

Colleen: Will look at scribe protocols and how to build an agenda.

Sandra: Why draft a work plan, plus examples.

We decided to reschedule a workshop with committees until January.