

Oregon Country Fair  
Committee Best Practices work group  
September 29, 2019 at Alice's

**DRAFT**

Convener: Cynthia (Peaches) Peachey

Also present: Aaron Kenton, Colleen Bauman, Sue Theolass, Sandra Bauer, Dennis Todd (scribe), Kirk Shultz, Tom Bruvold, Dean Middleton, Justin Honea, Wally Bomgaars.

On-line: Andrew Harvey, Elaine (Lainie) Van Laanen

Introductory statements presented by all.

Agenda review

The agenda as submitted by Peaches was approved after the last item ("Separation of Board...") was postponed. The group agreed that the agenda could be accomplished only after a few more meetings.

Peaches introduced a worksheet to help us understand OCF Board-appointed committees. The information could be posted on the .net site.

Justin asked for an e-mail list of members of this group.

What is our mission? Peaches: to write a report to the BoD about committee best practices.

How to increase participation? How to strengthen bottom-up processes? How to increase communication, participation and transparency?

Committee structures, designations, missions, lifespans were discussed.

Colleen: OCF needs a governance committee to review how committees work, similar to this group's agenda but ongoing.

Dean: KOCF started as a task force. Four or five years passed before it changed into something more permanent. KOCF uses "group" instead of "committee" to avoid confusion with OCF committees.

Aaron: Should this work group or a governance committee meet annually?

Wally: If Operations committees are separated from BoD committees, the BoD won't supervise all committees.

Aaron: Doesn't think "task force" is appropriate for OCF--it's too military.

Colleen: Could we focus on established committees, not ad hoc and work groups?

Andrew: NAO report separated BoD and Ops committees, recommended calling the latter "work groups."

Colleen: We need to set up our own work group's rules of order, goals, charter, and other housekeeping items.

Kirk: **Moved to accept as voting work group members:** Peaches and the original 10 people who responded to her call for members, and to vote by simple majority.

Peaches: Voting members would be Colleen, Sue, Sandra, Dennis, Kirk, Dean, Justin, Lainie, Peaches, Andrew, and Michael Connolly

Discussion about the values of majority, supermajority, and consensus followed. Amendments were proposed, accepted, withdrawn, and rejected. **The vote: 8 yes, 1 no, 1 abstain.**

Lainie and Andrew tag-teamed to move that we strive to reach consensus, and if it fails, we revert to voting, that we record and convey the pros and cons of the arguments, the counts yea, nay, abstain, and more.

Colleen: Concerned about too much info in the reports. Scribes vary in ability.

Aaron: Could we include Andrew's recommendation later in our report?

Lainie and Andrew agreed to postpone this motion until later, when we talk about minutes and records.

Peaches: What is our charter? We are a work group to recommend best committee practices to the BoD.

Colleen: Outreach, study, collaboration, info gathering.

Sandra: We should ask committees what they want or need from us.

Colleen: Better to gather best practices from committees and not hand b.p. down to committees.

Discussion followed on the importance and development of collaboration with committees.

**Colleen moved that "Our work group's mission is to build and establish committee best practices through consultation with existing committees." Sandra seconded. Vote: 10 yes, 0 no, 0 abstain.**

After a break, we re-convened. Thanks to Peaches for bringing snacks.

#### Work plan review

We reviewed Peaches' draft of the BoD committee information worksheet, our goals and timeline.

Kirk: Wants to complete our work in three meetings.

Andrew: Getting info from committees could take time.

Justin: We need to reach out for timely responses from the committee questionnaire. An explicit work plan is helpful.

Kirk: Our final report should be 2/20 BoD meeting.

Peaches: BoD liaisons to committees should be links to our group.

Colleen: Presented timeline for meetings and homework to get to the 2/20 BoD meeting finish line.

Wally: Could we use email instead of interview for the questionnaire?

Discussion followed about the best way to solicit info. Charrette? Interviews? Email?

Aaron: We are authorized to hold meetings.

Discussion of work plan and timetable followed.

**Kirk moved to adopt this work plan:** Today—Committee setup and discovery process, assign homework; October—Homework review, identify best practices agenda items, plan open house; November—Host workshop for input on drafting best practices and present our work to date; January—Present a draft to the BoD as new business; February—Submit report to the BoD. Andrew seconded.

Wally: We should focus next month on setting up the workshop. Delay the questionnaire.

Kirk: We do need to get some info from the committees. **Vote: 10-0-0.**

Justin's draft of the survey was presented and discussed. It's not always clear who is the contact person for a committee. We could send out e-mails and follow up with interviews of committee chairs.

Wally: Add questions—what can we do to help your committee? Suggestions for best practices?

Peaches reviewed what information we want to get before the next meeting. We should have BoD liaisons be contacts for committees that don't respond. She read Justin's draft of the questionnaire.

Discussion of the merits of the two versions followed.

Peaches: E-mailing Justin's questionnaire to work group members.

Justin: Explained the differences between yes/no questions and open-ended essay questions.

We went through the questionnaires line-by-line.

Peaches took notes and said she would edit it and send the results to all work group members.

Justin: Will work with Stephanie to put together a list of committee members.