

Committee Best Practices Committee

Date: November 19, 2019

Time: 5PM-7PM (extended to 7:30 by agreement)

Location: Oregon Country Fair Office

Attendance: Cynthia Peaches (Convener), Sandra Bauer, Colleen Bauman. Online: Kirk Shultz, Dean Middleton, Aaron Kenton, Firecat Tom, too Jon Pincus joined the meeting @ 5:30.

Excused: Sue Theolass, Jen-Lin Hodgden, Dennis Todd, Justin Honea and Andrew Harvey.

Announcements: Dean announced Native American Craft Show, at Amazon Community Center Dec. 7th and 8th, 11 AM to 4 PM. No other announcements.

Board Report: Peaches reports much support on the Board for the committee's work, they are glad we are doing it. In discussions at the board Retreat regarding the possible reassignment of some committees as Board Committees or Operational Work Groups she reported to Board members that is something we will stay out of so we can focus on Best Practices. She reported to the committee Wally said if some committees become Operational Work Groups they will still use the same Best Practices used by Committees. Peaches also announced that Board Liaisons will be assigned so it will be helpful for us to finish our work on recommendations regarding how Board Liaisons work with committees.

Agenda Review: Policy Manual "how-to" discussion, moved to Parking Lot for future work. Looking up ORS rules on Nonprofits also added to future work. Agenda approved as presented: unanimously.

Old Business:

Best Practices Review: What will be mandatory and what best practices?

Discussion points:

What about instead all items are listed as best practices instead of calling anything mandatory? Use the carrot instead of the stick to work towards raising the bar towards best practices.

Concerned the committee's won't do it unless mandatory.

What about use the word "standards" instead of "Rules" to identify important practices

Some items essential for open meeting standards such as, notification of meeting location, agendas, time and posting minutes after the meeting.

We could keep in mind as we do this work, to list if a recommendation is "Basics" (essential to open and transparent meetings) or is it "Optional". A way of sorting our recommendations.

Example: Annual Checklist = a basic. Posted agendas need to be topic driven so membership can see and improves transparency= a basic.

By agreement, the agenda item Develop Resource Manual material list and templates, was moved before Develop Annual Checklist. It was announced all 19 committees surveyed have responded. Their answers will be forwarded to the committee members for review. (Jon Pincus joined the meeting at this point.)

The Original Board Motion for this committee reviewed.

Discussion points:

~ All committees should have a page on the OCF.net page and should list their Mission

Statement, their meeting schedule, work plan.

~ Would be ideal to set up an application with text boxes for them to fill in. It would encourage them to fill out the needed information without missing something.

~ Provide a Heading and list Basic items all committee should have on .Net site.

Committee agrees each committee should include the following: Mission Statement, Meeting schedule, Work Plan, Draft Agendas, and draft or approved Minutes. Would be ideal if it could be cross-linked to populate the calendar automatically.

The .net page is not currently set up to be sustainable and would place a burden on staff to maintain. Any new system should allow each committee's designate to maintain and be responsible for the content on their page. There is a "wizzy-wig" that can be used to give the same options to add to the site but keeps those posting within what the web-master is using. Limits creativity by standardising, but we need to evolve to that form of website. There have been big efforts to go to a web format so that each group can have a web site. Should have a standard everyone can access.

Should names of committee members be listed on the .net site? Does it become a barrier to service? Does it encourage online discussion vs in a meeting? Does it clutter the page? No, it is important to know who is serving on a committee. Group agrees to list committee members name as a Best practices but optional committee recommendation.

Important to identify who on the committee is responsible to respond to inquiries. Chairs or Secretary, leave up to committee to determine. It is deemed a "basic" to have at least one person designated.

Is it too early to ask Office Staff to change the .net site? Perhaps best to wait until we know how we would like the committees to use it, outline our ideal and wait on contacting staff with a request.

Agenda (Templates Reviewed/Path Planning's agenda template shared)

Post Draft Agenda minimum one week prior to meeting. All present agree this is a Basic.

Agenda template, with optional guidelines listed as a resource with a blurb about why agendas are essential. Why have one? Proven to help function, keeps meetings on track, informs what will be covered, basically a contract/agreement with the membership. (Homework: Colleen will highlight items that are basics before sending to the committee and will send ORS Link for review.)

Minutes Best Practices: Scribe Standards reviewed, Minutes recommendations from other sources also presented.

Note: the Board might consider going back to concise simpler minutes especially as the meetings are now posted on You-tube.

Quoting people in meetings is problematic, the quotes are often wrong and can bog down a committee correcting them. People sometimes make a statement and then listening to others they change their stance, but if listed as a quote that gives the false impression that stands for all time. Instead list discussion points considered before a decision was made. As membership organizations it is helpful to read the discussion points to see what was covered or what was not.

Committee Reports to Board:

Current requirement is at least once annually.

Should report after each meeting.

Might posting minutes on .net site be enough?

The only speaks through motions: 1. Send approved minutes out with the Board packet 2. Board Liaison or committee designate, presents a brief oral summary, asks the board if there are any questions. 3. Board liaison moves to approve the report, thereby accepting any motions in the report. Any motion in the report the board doesn't approve of can be removed before the vote and sent back to the committee for further work. But they would then know what the Board approves. That would include any motions in the report unless removed prior to approval.

(Note: Best Practices for Board Liaisons moved to Parking Lot for next mtg.)

Work Plans: Handouts provided, will scan the documents and send to the committee. be forwarded to committee members. Excellent discussion of Action item lists, goals, objectives, constraints, accountability strategy. A good resource for the manual.

Homework Review:

Colleen: will type draft minutes and send ORS regarding committees

Sandra: will scan and send Work Plan handouts

Peaches: will send and post draft agenda for next meeting

Kirk: will make a mock-up of the Manual

(Justin: perhaps send on the survey results to the committee members?)

Stakeholder meeting? Feb? OCF Goals committee wants to do an activity at our event. (How cool!) Might we want to make it a committee openhouse? Or a Board work shop. Group thinks no, but make it an event, a fun event.

Next committee meeting: Peaches will send a doodle poll

Meeting Evaluation: We got a lot done. Use of a meeting owl cam would have helped those joining us online.

Scribe: Colleen Bauman