

Committee Best Practices Dec 7 2022. 6pm Minutes

Members present: Sandra, Dean, Arna, Sue, Allain, Carolyn, Jon
Friends of the Committee: Aaron, Paxton, Kevin

Announcements: Elders Holiday Party on Dec 17 all details on the .net site

Agenda Review:

Add to New Business: Remind Committees to not hold meetings on major religious holidays of any religion to insure equitable access for all.

The letter that went out to all committees is added to the agenda and will be discussed this evening.

Renaming the essentials/ recommended vs required in the manual. Discussion: The BOD is waiting for us on some of this. We had agreed that we will do a final one recommended change to the BOD of the new manual vs gradual updates after identifying an author to rewrite the manual. If the BOD does not accept our gradual updates, then we go back to rework till the wording is correct and accepted by the BOD.

Old Business: Annual reporting, annual evaluations, final review of closed session policy, letter to all committees. Discuss how we release our information.

Closed Sessions: Discussion included the distinction between BOD Committees which is our work, and committees which are part operational committees, which include the Craft, Path and Food Committees. In those circumstances where a need comes up, a request can be made of the BOD to make an exception. The point of this is that it should be a rare occasion. All BOD members should be notified prior to a closed meeting with all BOD members able to attend any closed session. Final draft of the policy:

Committee Closed Meetings

The purpose of Board committees is to provide information and recommendations to the Board and in that role closed meetings should be rare and only used when absolutely necessary. All committee, subcommittee, ad hoc and work group meetings of OCF Board appointed committees are open to all Fair members with certain exceptions, as described below. All criteria below apply to committees, subcommittees, ad hoc and work groups. Any Director may attend any closed meeting.

Process and criteria for a closed meeting

The OCF Board of Directors may request by a motion that a committee address a topic requiring confidentiality.

Any committee or subcommittee wishing to hold a closed meeting must request and receive prior approval from the Board liaison(s) and Board President and provide notification of their intent to hold an approved closed meeting, including the reason, date, time, location or link,

and agenda to all members of the OCF Board of Directors not less than 7 days prior to the planned date of the meeting.

If a closed committee meeting is planned to occur in the context of a meeting at which topics that are(not) eligible to be discussed in closed committee sessions are also on the agenda, the agenda items to be discussed in closed session must be clearly marked as closed and arranged within the agenda in a sequence that consolidates the closed topics in a contiguous section of the meeting prior (to) or after the primary agenda topics.

Permitted Topics for Requesting Closed Meetings

- Legal, personnel and real estate
- When an approved board motion allows for a committee closed session

Vote to approve the Committee Closed Meetings Policy passed with Sue abstaining.

Paxton wants to receive committee meeting notices and notes.

Suggests our committee look at how bylaws is using a spread sheet to track the changes they are making.

Approval of Minutes : November Minutes revision will be sent out to members and will be approved in Jan. Discussion to Streamline the minutes to Include motions that are passed, how members voted and short summary of the discussions. Important for us to get our minutes up on the .net site. Allain to check with Vanessa. Motion to have abbreviated minutes voted: all in favor.

Committee Annual Review Letter discussion

The BOD is asking all committees to do an annual review and asking the liaisons to get the message out to committees. An annual checklist letter to committee chair or contact person and liaisons is to be sent so each committee will know these are the expectations.

Decision to send this is based on the Feb 18 2022 BOD motion that passed, stating that all committees do all essential and recommended practices. The reason we have to do this is to inform every committee that Feb 28, 2023 is the due date and this is a new responsibility for all committees. The Committee Best Practices Manual is both educational and instructional.

Arna and Sandra have drafted a friendly letter to be sent to all committees this year with the information on preparing the Annual Report. The committee discussed this and it was a unanimous vote to have them send this to the committee.

___Friendly Letter_____

Dear *either name or chair, and liaison*

We value the work your committee has done and appreciate the time and commitment you and your committee have shown for the work of the Oregon Country Fair. OCF's

committees' work is essential for the Board to perform its functions and the Fair to continue. Thank you.

On February 18, 2022 the board adopted a policy that the Committee Best Practices manual for essential and recommended practices are now required of all committees. Please refer to the manual on the .net site: Committee Best Practices Manual. The online manual has not yet been updated to reflect this change in policy.

Here is the approved policy:

1. The Board directs Board liaisons to ensure that all committees follow the most current Committee Best Practices Manual essentials and recommended practices.
2. A Board liaison will be present at committee meetings. All open meetings of all committees held online will be recorded, the recording to be held by the Board President and available for Board members by request, and used for the sole purpose of supporting the functioning of the committee. Minutes will be reviewed by the Board liaisons and the President prior to publishing and will be included in the Board packet.

Here is the list of the essential and recommended best practices.

- Mission statement or committee charge
 - Usual meeting schedule, location, date and time. Notify office@oregoncountryfair.org with this information for the on-line and office calendars and update as needed. Preferably two months prior to meeting dates
 - Draft agenda at least one week before the meeting
 - Meeting minutes
 - Designated email contact (could be XYZcommittee@oregoncountryfair.org or a Google group)
 - Board liaison(s) contact information
 - Invitation to a "Friends of" committee email list, if applicable
 - Ratified committee agreements (See Recommended best practices.
 - Clarify the group's agreement for method of decision making (e.g., quorum, voting, consensus, other)
 - Determine the optimum number of members and develop methods for recruiting members that support diverse and equitable participation
 - Write an attendance policy
 - Reserve time for public comments
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- Have a designated scribe and/or secretary (may or may not be a committee member)
 - Designate a chair and/or facilitator (facilitator may or may not be a committee member)
 - All committee meetings shall be open to the Fair family unless portions are closed by order of the committee chair for personnel or legal reasons. A report of the closed meetings shall be submitted to the Board of Directors
 - Committees may create sub-committees. Sub-committees shall report to the committees. Sub-committees should follow Best Practices as is practical
 - Provide a sign-up sheet at meetings to track attendance and contact info of members and non-members

- Consider group sharing platforms for committee communication
- Each committee will have a staff liaison who acts as a point person for assistance and information. Staff liaisons may or may not attend all meetings, depending on the committee.

In addition committees have access on the .net site to create a website link (contact office for details)

The annual checklist, highlighted above, should be sent to the office at office@oregoncountryfair.org, the Board at ocfboard@oregoncountryfair.org and to bestpractices@oregoncountryfair.org

Thank you for your cooperation. If you have questions, please contact bestpractices@oregoncountryfair.org.

We hope you enjoy whatever holiday you celebrate during this season.

Aaron presented the subcommittee work on the Committee Annual Report. The committee discussed this and the subcommittee will edit it. We were instructed to create consequences to nonparticipation. Structure is helpful. We are asking the committee to bring multiple ideas to the subcommittee for inclusion in this draft. This is the most recent draft.

Committee Annual Report

The purpose of the annual report is:

1. Provide the Board succinct information about a committee's work
2. Provide information to committees and non-committee members to foster transparent, collaborative communication across all groups
3. Ensure the committee is meeting their mission statement and required best practices

Committee Annual report to the Board and membership

1. An annual report shall be submitted to the Board and officers by March 15th each year.
2. The April Board meeting agenda shall include discussions of committee annual reports.
3. Committee Annual reports shall be posted to the .net site upon receipt.

Liaison(s) Role:

Liaisons are responsible to assist committees to provide their annual report in a timely fashion.

The annual report will include the following information:

1. Committee name
2. Approved committee mission statement and additional directives.
3. List chairperson(s), officers, facilitator, scribe, and liaisons.
4. Voting members and years of service on the committee.
5. List of meeting dates and liaisons present.
6. Confirmation that minutes are posted on the .net site.
7. Summary of work performed.
8. Work plan for the coming year.

Timely submission of the Annual Report:

All committee members are responsible for ensuring the annual report is submitted on time.

When a report is 15 or more days late, the committee liaison will request the chairperson call a meeting within 30 days to address the delinquency of the Annual Report. The liaison will make a report at the May Board meeting.