

Community Best Practices Workgroup Aug 28, 2022

Arna, Allain, Dean, Sandra, Sue, Jonathan

Opening discussion on doodle poll to find a day/ time for regular meeting that all can attend. Sandra will send out a list of open dates from the office.

Review of Agenda:

March minutes approved.

*Discussion on Hybrid Meetings

We are making recommendations on Hybrid meetings, so we should hold one to be able to make recommendations for inclusion in the manual.

Proper formats and protocols and guidelines for hybrid meetings need to be included in the manual.

OCF has two sites for hybrid meetings, the office has been set up with an owl cam so the view of the room is visible to those on Zoom.

Alice's is also set up for hybrid meetings.

Zoom allows for those out of state members to participate and makes participation open and accessible to all.

Travel can be an issue for some, zoom allows for better diversity in participation.

There is a camaraderie in in person meetings that gets lost in hybrid and zoom only meetings. The emotional landscape that is conveyed in in person meetings is not found in zoom only meetings.

There are tools that we need to manage the meetings that allow the liaisons to mute and remove individuals who interrupt. There are \$35 costs involved with setting up accounts to host zoom meetings. Also there can be sharing of logins and passwords for meetings.

A decision was made to check with the office about room/date to set up hybrid meeting for Best Practices Work Group.

* Discuss recommending adding the following paragraph to the Manual under Board Liaison role (page 4):

"Committee Facilitators and Board Liaisons are responsible for maintaining the

expectation that all present at committee meetings adhere to the Code of Conduct and will set and ensure the expectation that each member of the committee and other individuals, whether present or absent, will receive respectful and equitable treatment." (Feb 28th?)

The word expectation and its use in the statement can be seen as setting up the liaison /facilitator to police the meeting to adhere to the code of conduct. Does the liaison facilitator have that role? Is the liaison there to remind folks how to conduct themselves in the meetings? Technical question: who has the ability to mute or boot anyone from the meeting? Tools are needed so hosts or co hosts have the ability to mute or remove someone from a meeting.

Arna suggests keeping the first expectation in the statement and removing the second word expectation from the statement. Dean suggests adding this statement as a bullet point under liaison's responsibility in the manual. Sandra suggests creating meeting norms by having a statement that can be read prior to each meeting. Create a template that can be included in manual for use by committees. Sue needs to know that liaisons will have the tools to mute or remove people from meetings if they are disruptive before she can approve the motion. Dean adds, the statement is for in person and zoom meetings.

We need a section in our manual to address protocols for zoom meetings.

Sandra reminds us there that if someone is dominating a meeting then there is a code of conduct violation and the liaison /facilitator holds the people attending accountable for their actions. Fair Care is responsible for addressing code of conduct violations and they are still working through defining the process.

Sandra moves that we adopt the motion with Arna's wording John seconds the amendment to the motion. The vote passes, and Sue is fine with this as long as there are tools for assisting the removal of disruptive persons.

The new statement reads:

"Committee Facilitators and Board Liaisons are responsible for maintaining the expectation that all present at committee meetings adhere to the Code of Conduct and will set and ensure that each member of the committee and other individuals, whether present or absent, will receive respectful and equitable treatment." (Feb 28th?)

*Closed Meetings we have included Closed meetings are for personnel discussions, legal discussions, and must be approved of by the BOD prior to occurring. On Feb 18, 2022 a BOD motion passed permitting the Diversity

Committee to report to the BOD that they have to address a sensitive issue to discuss and they can then have a closed meeting.

Some committees, like Craft and Food committee, use closed meetings when discussing the crafts and booth inclusion. We need to include in this mention of recordings of closed meetings not to be open to all but should be recorded.

Committees are advisory bodies to the BOD not operational entities.

The Craft and Food committees have operational groups that have closed meetings to make selection decisions. Committees are advising on policy and procedure and unless directed by BOD to address sensitive matters, topics should be open to all.

Reasons for closed sessions should be limited to legal, personnel. All meetings are open. ***We need to relearn how to have our meetings open and transparent.***

We need to work on this as a group. We will consider liaisons reporting to the BOD about closed meetings and if there are too many closed meetings the BOD will monitor the process and keep the committee in check. There is a policy portion of meetings, then there is an operational portion of a meeting. We need to make it clear the distinction between these two. There are different goals in each. Operations committees go through Kirsten and operations managers. We are addressing the policy portion of this work. Clarify the difference in our wording.

Motion passed to ask Arna and Jon to work on the language for a draft statement for closed meetings that will be included in the manual.

* When we complete our work we will make all our recommendations to the BOD at one time. We will do the policy recommendations work and present when we have

For next month meeting : Work Plan : regarding #7. Discussion on language "require vs recommend" We need to flush this out a little more. Discussion is needed and we are creating recommendations that are on a larger scale and that will exist beyond this BOD.

Deans report on tools

Take up The annual evaluation, mission charter recommend a clear statement.

We can all think about this for discussion next month.

Sandra to do a doodle poll to find a meeting time/ day that works for all.

Web Conference meetings.

