

BEST PRACTICES WORK GROUP MEETING. FEB 28. 5:45 – 7PM

IN ATTENDANCE : Cynthia Peaches, Sue Theolass, Sandra Bauer, Aaron K, Kirk Shultz
Dean Middleton, Dennis Todd, Jon Pincus, Mark Pankratz, Paxton Hoag, AJ, Lucy Lynch, Spirit.

MINUTES FROM THE LAST MEETING WERE APPROVED.

Lucy Lynch: points out the Charter for Committees and Members is not listed on the .net site.

Question : Is Best Practices a committee or a work group?

Discussion: Best Practices formed as a Working Group in 2019 and was created with intent to draft a manual that would help committees improve the communication with the BOD.

Cynthia: Best Practices is a work group and was formed with a specific task to Create the Manual. We have a charter and a mission. We met as needed or by direction of the BOD.

Peaches: Best Practices created to provide members a voice.

Workgroup is mission orientated – deliver – be done.

Our charter included we review our work product.

Best Practices reconvened for a 3rd time since the manual has been published

Committee is ongoing and a Task Force is not ongoing.

The meetings will be focused on the work to be done.

BOD appointed task force/ work group. We operated with all expectations of a committee as we meet. The task of producing a manual directs us.

AJ: If we look at Best Practices as a committee it's important that we represent all voices.

Dean: When we were first discussing recommendations, we asked ourselves if these would apply to work groups. There may be differences with work groups because work groups are sunsetted. (have an end)

Paxton: Wants this to be a work group not a committee. We are not going to be doing enforcement. Best Practices work is temporary for task orientated work.

Kirk: No committee is an enforcement committee. There is no committee that does that.

Question : Chairs or convenors

Convenor helps facilitate and keep us on task, A chair/ co chair with shared responsibility. has a defined requirements. Convenors can have experience to be chair.

Cochair or Convenor, either has role to get in touch with the office to publish on the .net site
Writes up notes, what is important is what the role is. The person should be called a Chair and have a co chair as support. The manual talks about chair.

New Buisness

Recommendations vs Requirements

How we make changes to our manual from recommendations to requirements.
There needs to be a public input process to make these changes.

Adding Process for changes to the manual.

BOD approved to move from recommendations to requirements

Sandra: We have in the manual that we recommend and we identify the essentials for committees to follow.

In minutes we had our homework with Peaches to define BOD Liason definition.

The .net site was updated with contact, charter and mission.

The .net site has the manual if visitors want to review.

VOTE on getting a new Chair :

Sandra: Nominates Dean Middleton for Chair.

Peaches: amends motion to have Sandra and Dean as co chairs of Best Practices
Mark as support to group.

PASSED DECISION MADE: Sandra and Dean as Cochairs with Mark as tech suppot.

Send out a call for interested people who want to join the committee.

Spirit – ocfspirit@gmail.com

AJ - AJ.ocf2020@gmail.com

update the email list with adding a friends of the committee list.

Write note to office to update our email contact change to Allain's email

Forestgarden123@gmail.com.

OLD BUISNESS :

PEACHES: The Survey was sent to BOD Liasons to get to committees.

Only the BYLAWS Committee has returned theirs, she will forward to the group.

Dean: Let us know he just got the info(path Planning?) We need to let the process have time.

Paxton: All the members of Bylaws did the survey in the meeting. He suggests that for other committees.

WORK PLAN:

Dean: Part of the work plan is to add zoom meeting protocols as part of our recommendations Add this to the manual.

Question asked about DC participation in looking at the manual.

Peaches: We sent the completed manual to the DC and took their feedback and recommendation. We made changes with their help. AJ: We need to look outside the organization to review our manual through a DEI lense.

Remembering why we reconvened...

At the last meeting, BOD directed us to review the committee BOD Liason recommendations. Meeting notes from last BOD meeting ask us to add verbiage of recommendations regarding the DC. The motion passed. This is what we were asked to review and see where it fits into the manual. The manual was approved. We intended to review how it is doing, how it is being utilized.

Kirk offered good data for ZOOM meetings.
Add sources in Appendix on How to run a good Hybrid meeting.

Recalling the original intent by Colleen, Justin HOnoe and Kirk for Best Practices was pushing for committee meetings to be better organized. Kirk: mentions some people do not want to have that much detail or work to do all of this. That to keep minutes submit them publish meeting times ect takes time.

Sandra: In review of the motion to regarding the DC our thoughts were... we have to put together our own work plan Looking at good process "how to" for committees relating to the BOD. This does pertain to all committees. We took it out of the motion to send to Best Practices to apply as standard to all committees Details on closed sessions and annual evaluations were also in there. The goal is for working better with the BOD – having the annual evaluation of committee function. Peaches: Do we need a BOD directive ?

AJ: Drafted a motion handed it off to Peaches (what Sandra is referring to above)
The workgroup helped draft the Motion that was to be presented to the BOD Feb 7th meeting.
Would like to see more collaboration relating with the BOD.
BOD was having a hard time getting info from committee meetings.
There is a need for common process for all to get it going.

Dean: We Also need a Work plan to review evaluate our survey What comes up with the results. Get input from other groups/ committees.

Q How does the BOD RESPOND TO COMMITTEE –

A: Not our responsibility to tell the BOD how to respond. Maybe we need to address that.

Search in Best Practices Manual for the BOD – Peaches for a statement from the manual that states BOD responsibilities to the committees.

Sandra: we can add it to our work flow

Aaron: Approve the workplan and #1in agenda to the manual.

1. 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?)

Paxton: Our job it to fit this in our manual

Approve BOD work plan

Add Dean's recommendations for WEB CCONFERENCEING and HYBRID Meeting protocols.

Suggests our work plan is NEW BUISNESS

Review timeline at top of next meeting.

New Buisness item. Bring in new members and contact committees at survey

We all thank Peaches for facilitating this meeting,