

Committee Best Practices Jan, 2022 Minutes

January 23, 2022

4 PM-6PM (meeting ended at 5:50 PM)

Meeting held online

Draft Minutes

Attendance:

Members present: Sue Theolass, Colleen Bauman, Cynthia Peachy, Allain Kins, Dean Middleton,

Members absent: Sandra Bauer, Dennis Todd, Kirk Shultz

Guests: Paxton Hoag, Jon Pincus, Spirit Leatherwood, Mark Pankratz, Michelle Frankfort,

Minutes (Jan. 9, 2022) approved as presented. (Thank you, Aaron!)

Agenda review: Added the need to add work group description and other details to the .net page

Old Business:

Committee Survey regarding use of the current manual:

Discussed and reviewed survey questions. Approved the following questions:

Survey for committees on the use of current Committee Best Practices Manual:

~How many committee members have read the Committee Best Practices Manual?

https://oregoncountryfair.net/wp-content/uploads/2020/07/bp-manual-7_20_20-1.pdf

~Have you posted your committee information on the .net site?

~Have any of your processes changed to be in line with manual recommendations and what changes have you made?

~How has the manual improved your committee functioning?

~Are there recommendations in the manual that do not fit your committee and what are they? Please be specific.

~Does your committee have any suggested additions to the manual or questions about the recommendations?

~Is there any other feedback that you'd like to share regarding the Best Practices Manual?

Survey questions are to be sent to board liaisons who will then discuss them with the committees. Board liaisons will fill out a survey monkey created by Peaches with the committee responses.

Discussed delivery method of survey, approved sending survey questions to Board Liaisons to find the answers by either interviewing co-chairs, or asking to add the survey questions discussion to the committee's agenda. The board liaison will then do the survey, and Peaches will report the survey results to the work group.

Chart of Committee postings on the .net page. Peaches will send to board liaisons and include an invite to edit for omissions.

~Draft Motion to the Board directing CBPWG to explore creating requirements for committees.

Approved the following draft motion:

Move that the Committee Best Practices Work Group explore creating requirements for committees including the following:

~Permitted reasons and processes for committee closed sessions including notification of the board.

~Assure committee agreements and processes are in line with OCF Code of Conduct and Committee Best Practices.

~The committee's liaisons will assist the committee in performing an annual evaluation of the committee's mission, charter, and processes for board review, prior to the annual meeting.

~The CBPWG should recommend a clear process for addressing and evaluating committee performance.

Updating CBPWG listing on [the.net](#) page. Discussed the need to update the Work group's information on the .net page

Peaches will submit the work group description, work group members, and a notice to contact Peaches to be added to the friends of CBPWG, etc.

Homework:

Peaches will send to the board liaisons the chart of committee postings on the .net page. She will update the CBPWG details on the .net page. She will also send the work group the draft letter to the liaisons regarding the survey, for our edits and suggestions. She will then send the survey questions and instructions to the liaisons. When the survey results are returned to her she will forward it to the work group. She will send a doodle poll soon for our next meeting, which will be after the Feb board meeting.

Meeting Evaluation: Thumbs up around the room. A lot was accomplished, the group works well together. It's a good draft motion we crafted to go to the board. Many thanks to Peaches, she's a gem.

Scribe: Colleen Bauman

February 2022

Dear CBPWG friends and members,

As you know, the CBP draft motion was not on the Special meeting agenda. However, another board motion was passed at that meeting which impacted all committees and achieved some of the items listed in our draft motion, making parts of it redundant.

Perhaps instead of a Board motion directing us to do the work, we can send a report to the board of an approved work plan and timeline addressing the items listed in the original motion.

I've listed a draft work plan based on the motion below for us to edit, amend, and approve at our meeting. If we get through approving this work plan, we can start with item 1 at this meeting. I think that if we're organized and prepared, we can consider the rest of the items listed below at our March and April meetings. Let's discuss this further at our meeting.

Thanks for your help with this effort.

~Colleen

P.S. I know nothing about hosting a meeting online. Would one of you be the host, if we need one? thanks...

Agenda (draft)

(Link for the meeting below)

February 28, 5:30-7:15 PM

(Select a scribe for the meeting, whose turn is it?)

Introductions

Minutes, amend, approve

Public Comments

Agenda Review (please add new business items here.)

Reports:

Staff

Homework, if any

Elect Co-chairs, or convener

Old Business

~**Survey**, results/progress report

~**Work Plan Draft**, review, edit and approve, including target completion date:

Items to explore: (based on the CBP draft motion.)

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?)

2. Committee Closed Sessions, permitted reasons and processes, including notification of the Board

3. Committee Annual Evaluations of committee mission, charter, and processes for board review, with the assistance of the Board Liaisons prior to the annual meeting. (March meeting?)

4. Recommend a clear process for addressing and evaluating committee performance.

5. Policies and practices regarding the recording of committee meetings, and the approved ownership, dissemination and uses of such recordings.

6. Board Liaison roles and responsibilities (example: can a meeting happen in their absence? Can they delegate that responsibility?)

~**Review Timeline of Work plan**

~**Addition to Manual**, page 4, Facilitators and BoD liaisons responsibilities. (see above for text)

New Business: Your ideas here, please add during agenda review

Homework Review

Review Next Meeting Agenda items

Meeting Evaluation

Confirm next meeting time

The Link:

Oregon Country Fair is inviting you to a scheduled Zoom meeting.

Topic: Committee Best Practices

Time: Feb 28, 2022 05:45 PM Pacific Time (US and Canada)

Colleen wrote this