

Best Practices Committee Meeting May 17, 2022

In attendance: Dean, Sandra, Arna, AJ, Paxton, Allain

## Old Business

1. New members were accepted to the committee: Jon Pincus, Arna Shaw, Anthony Jackson Carolyn Gsell. The committee now has 8 members.

2. Meeting Time: Dean will work with Vanessa to identify dates that are open and not conflicting with other OCF meetings and then send out a doodle poll to all members.

3. Sandra has contacted Vanessa to update our page on the .net site. Dean will check on this.

4. Agenda Item #2 Discussion about adding the following paragraph to the Manual under BOD Liaison Role

*“Committee Facilitators and Board Liaisons are responsible for maintaining the expectations that all present at committee meetings adhere to the Code of Conduct and will set and ensure the expectations that each member of the committee and other individuals, whether present or absent, will receive respectful and equitable treatment” (Feb 28<sup>th</sup>)*

We discussed the wording in the motions that were passed at the April 2022 BOD meeting

Lisa’s motion delegates the response to disruptive behavior in a meeting to be handled by BOD President, Committee Chair, or Facilitator. Spirits motion delegates the response to fair cares. Fair Cares is working on how to handle Code of Conduct violations.

It was noted in a zoom meeting the host can mute the offending party and can eject them. In a physical meeting there would be a Sargeant of Arms who would remove an offending party.

Arna pointed out There could be a conflict if the BOD liaison and the facilitator are not in agreement. Committees need to have autonomy and the committee chairs have the responsibility as does a facilitator of a meeting.

AJ. Asked to include clarifying actions that would show steps that will be taken to back up the word ensure. How will they ensure the meeting is conducted properly when there is a code of conduct violation? Suggests adding simplified text to ensure the liaisons have authority to address situations.

We will review this through email and work to come up with the wording for the paragraph that will be included in the manual.

5. We agreed we will work through all the requests from the BOD before we present our results to the Board.

#### 6. Discussed Agenda item #3 Closed Sessions

We discussed what closed sessions are and why we have them, and we looked at the committees that may utilize closed sessions, Personnel/Policy Committee, Peach Power when discussing Bids for contract work, Diversity Committee has a policy pertaining to closed sessions that the BOD created. Craft and Food Committees need closed sessions

Some committees are BOD Committees some are operational committees like the Craft and Food Committees, who utilize closed sessions to discuss decision making and sensitive issues.

Closed Sessions are used when discussing legal, personnel and /or policy, real estate issues.

Closed Sessions are rare.

Every Committee should be held to the same standards regarding Closed Sessions  
The term Personnel includes volunteers.

We agree that Committees wanting to have a Closed Session need to notify the BOD President to have the meeting authorized by the BOD President, who is responsible to notify the rest of the BOD. OCF passed a motion that all BOD members can attend a closed session.

We discussed if it was a good idea to have recordings of closed meetings. Having a recording could put the organization in jeopardy.

Minutes from a closed session will need to include those present, purpose for the meeting, resolutions, record of any vote.

Minutes from all committee meetings are Public. Closed Session minutes are sent to the BOD President. And are available to all BOD members.

We will send out a draft version to all committee members for feedback and to finalize the wording.

6. We closed with review of all action that we will do before next meeting.

Dean will speak with Vanessa to find out a good meeting time and will then send out a doodle poll to all members. Dean will also check on updating our page on the .net site, post the minutes, new members, and contact information.

7. We approved April meeting minutes.

