

Committee Best Practices Work Group Oct 6, 2022 Meeting Minutes

In attendance : Dean, Carolyn, AJ, Allain, Arna, Jon Pincus. Absent Sue Theolass and Sandra Bauer.

Friends of the Workgroup Aaron Keaton, John Steinhart, and John Alexander

Agenda

Approve minutes for last meeting. Not everyone got the minutes from our last meeting. We will wait till next meeting to approve the minutes.

Closed meetings: Arna and Jon submitted a draft policy. After some discussion, Arna and Jon will make some changes to the policy.

Discussion Summary

- All BOD members should be notified 7 days prior to a request for a closed meeting
- Any BOD member can go to any closed meeting.
- The call for a committee closed meeting should be very rare
- All closed meetings should be ratified by all the BOD members and they should receive the reason why, the agenda for calling a closed meeting, and notification should be given before closed meetings take place.
- BOD members should have a say in approving the closed meeting and be able to review the reasons why it was called.
- Basic idea of this document is to establish that committees are not operational or judicial. Committees recommend board policy.
- Board committees work at the behest of the board.
- Once something has been decided upon in a closed meeting at sometime the decisions should be open for all member review.
- BOD has responsibility to provide oversight of board committees.

Closed Session minutes and recordings rules need to be clear.

- Policy recommendations from this workgroup should focus on consistency in applying guidelines to all committees.

Jon and Arna to submit a redraft of the Closed Meetings to include the new wording.

Agenda Items 2 and 3 were given to a subgroup to work on. Sub work group of Aaron, Jon P, Carolyn and Allain will meet to discuss wording on Agenda Items 2 and 3 and present to workgroup next meeting.

#2 Annual evaluations: BPC will recommend criteria for annual evaluations and self evaluations.

#3 is BOD evaluation of the committee's work. This will incorporate the BOD 's review of committee performance.

Aaron reminded us Committee Best Practices was formed to do the heavy lifting of the BOD in guiding how the BOD is to ask committees to do the work of the BOD. The workgroup was developed to create guidelines and policies for how committees would interact. The workgroup working with the committees drafted the guidelines. It was named Best Practices and is made up of guidelines, that are administrative rules for how we conduct business.

New Business

New business consists of the parking lot items we need to discuss.

It was recommended that we put one item in old business to address per meeting

1. Policies and practices regarding the recording of committee meetings and the ownership of and release of those recordings
2. BOD liaison rules and the responsibilities of the liaison. Can a meeting happen in their absence?
3. How we deal with committees that do not meet or conduct business. BOD needs to annually review committees to see if they are still within their directive or mission.
4. How much membership input is reasonable. We have a time constraint in meetings. Committee's are where members can contribute.

Meeting evaluation.

- Some prefer a conversation style meeting.
- Prioritize the agenda to be clear on what we are covering and use timing to allow for more flexible conversation. We are dealing with contentious issues and we have a lot more interest in what our workgroup is doing.
- How will we address the contention and the behaviors that can occur, interruption, frustrations.
- Suggestion we have a formal part of discussing an agenda item then open to a more open flow of dialogue.
- Make our agendas clear and have timelines. Be specific in our wording so we lessen the confusion that broad or general statements that things can be misinterpreted and confusion results

Action Items: Arna and Jon will provide a revised wording on item number 1

Aaron, Carolyn, Jon P and Allain will meet to work on agenda items 2 and 3.

Deadline/ timeline on when we complete these.

Arna says by next meeting for item 1. Aaron and team will provide item 2 and

3.

Discussion about our bestpractices@oregoncountryfair.org is used to communicate to our members. The communication to friends of the committee is a separate email thread.

Aaron did let us know she is through with her busy schedule and would like to step back onto the committee. She was one of the founders of the committee and worked with the committee to develop the manual.