

CBPWG Meeting Minutes

01/12/23, 7 – 9 p.m.

Members Present: Sandra Bauer (facilitator), Carolyn Gsell, Anthony "AJ" Jackson, Dean Middleton, Jon Pincus, Arna Shaw, Allain Van Laanen (scribe) Work Group Members Absent: Sue Theolass

Other attendees: Ann Bennett Rogers, Dani Derrick, Paxton Hoag

AGENDA

APPROVE MINUTES: November minutes: Allain made a motion to approve the Nov. minutes. Sandra seconded. The motion passed 6 – 0, Arna abstained. December minutes approved. Arna made a motion, Carolyn seconded. The motion passed 6-0 with Jon P. abstaining.

1.Follow up on responses to annual review email that was sent to committees (15 min)

The letter reminding committees about the annual review was sent out. Each committee was asked to send a copy of their annual report to us, the board, and the office. Only the crafts committee has completed it. We need to let Alex in the office know as they come in.

Subcommittee on Committee annual evaluation (60 min)

Committee Annual Report

The purpose of the annual report is:

- (1) Provide the board and others with succinct information of the committee's work.
- (2) Ensure the committee is meeting the committee's mission as identified in the original board motion that created the committee.

Sandra made a motion to approve. Arna seconded. Motion carried 7-0

This was the only vote taken

The committee was unable to complete the discussion on the Subcommittee draft on Committee Annual report to the Board and membership to be continued in February meeting as follows.

1. An annual report shall be submitted to the Board and officers by March 15th each year.
2. Committee Annual reports shall be posted to the .net site after board approval.
(The board will have to determine the mechanism for feedback.)

Liaison(s) Role:

Liaisons are responsible to assist committees to provide their annual report in a timely fashion.

The annual report will include the following information:

1. Committee name
2. Approved committee mission statement and additional directives.
3. List chairperson(s), officers, facilitator, scribe, and liaisons.
4. Voting members and years of service on the committee.
5. List of meeting dates and liaisons present.
6. Confirmation that minutes are posted on the .net site.
7. Summary of work performed.
8. Work plan for the coming year.

Timely submission of the Annual Report:

All committee members are responsible for ensuring the annual report is submitted on time.

When a report is 15 or more days late, the committee liaison will request the chairperson call a meeting within 30 days to address the delinquency of the Annual Report. The liaison will make a report at the next Board meeting.

meeting adjourned at 9PM
Next meeting is February 1st 2023