

Committee Best Practices Work Group Meeting – Approved at 3/1/23 meeting.

When: Wednesday, February 1, 2023, at 6 p.m.

Where: Zoom

Members Present: Sandra Bauer (facilitator), Carolyn Gsell (scribe), Anthony “AJ” Jackson, Dean Middleton, Arna Shaw, Sue Theolass, Allain Van Laanen

Members Absent: Jon Pincus

Other members present: Paxton Hoag, Cynthia “Peaches” Peachey, Kirk Shultz, Dani Derrick, Aaron Kenton

The attendance record meets quorum requirements.

Announcements:

- New transmitter installed at KOCF today.

Agenda review: Accepted

Approve January minutes:

AJ made a motion to approve the Jan. minutes. Carolyn seconded. The motion passed 5-0 with two abstentions (Sue and Dean abstained).

Sandra announced that Carolyn will take on the scribe and communication duties formerly handled by Lainy, so that Lainy can focus on her caretaking responsibilities, and expressed appreciation for Lainy’s contributions.

New Business

1a. Committee Annual Evaluations:

The document under review is the draft with amendments made at the January meeting.

The section we are working on is drafted as follows:

Committee Annual report to the Board and membership

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 work group understands that we cannot tell board what to do.

The clarification was made that this work group is really writing for policy committees, not operations. We are not making rules for operational work. It’s up to the ED and operations to make distinctions about what aspect of CBP recommendations pertain to operational groups.

There was a discussion about when a committee annual report is due. The group concluded that since different committees work in different cycles, that the committee can determine when best to produce the report.

The suggested rewrite for bullet item 1:

1. An annual report shall be submitted to the Board and officers by date chosen by each committee and annually thereafter.

Rather than approve each section by motion, the group decided to take a poll to approve each reviewed section, and then approve the overall document by motion once the review is completed. The group gave a thumbs up to the suggested sentence change to #1 (above).

Next discussion moved to the section on:

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.

There was a long discussion about the report requirement to include years of service for each committee member. Arguments included keeping the report simple so as not to put demand on volunteers doing the reporting. Others felt that providing length of service information was useful to the board, for both the purposes of reaching out to more experienced committee members to obtain information, and more importantly, to have sufficient information to recognize the volunteer work that individual members devote to the Fair.

Sandra called an informal vote to decide on keeping “years of service on the committee” as a requirement for the report:

Yes: Dean, Carolyn Aaron, AJ, Lainy

No: Arna, Sue, Sandra, Kirk, Paxton,

Sideways: Peaches, Ann

Sandra asked for another vote to make “years of service on the committee” optional for the report.

The group gave mostly a “thumbs up”. As a member of the membership engagement committee, AJ wishes to keep this as required information so that the Board and others can acknowledge individuals who have served our organization.

There was a suggestion to split line 4 into two items:

4a. List of voting members

4b. (Optional) Years of service for each member of the committee.

Arna made a motion: Move that we split #4 into two lines to make years of service optional. Sandra asked for an informal vote on Arna’s “motion”:

Most were thumbs up.

Lainy No

Lainy – Friendly amendment to split the lines but remove the word “optional”.

AJ – abstain.

Arna won’t accept the friendly amendment.

Lainy changed her position to abstain.

The motion passed (all except Lainy and AJ)

Item # 4 will be split as:

4a. Voting members

4b. (Optional) Years of service for each member of the committee.

The group next discussed 5) List of meeting dates and liaisons present. Most felt this item unnecessary, because anyone can go to the .net site and see from the minutes when a committee met and who attended. There was an argument in favor of keeping item 5), based on past performance of committees either not posting minutes, or posting minutes lacking the requisite information.

Sandra took a poll from just the voting members, recommending we remove #5:

No – AJ, Lainy

Yes – Sue, Arna, Carolyn, Dean, Sandra

Arna asked if there are any objections to 6, 7, and 8.

Everyone at the meeting gave a thumbs up in favor of 6,7, and 8.

Sandra expects we will complete this document at the next meeting.

Meeting Evaluation:

There was an expression of gratitude for the work on the manual that was done in the past, and the work that is being done now. Concern that the working group should be careful that committees don’t feel constrained or put upon. Mostly what committees have been doing has been working.

Sandra reminded everyone that this working group is doing this work at the behest of the board. A lot of these things we are working on are good practices for everyone to do. The decision was made at the board level, not at the best practices level.

It was pointed out that committee issues are not just about one committee. There are other committees, for example, that don't get their minutes up on the .net site. We need common ground where every committee is participating in best practices. This is how we move forward together.

Next Meeting:

Sandra thanked everyone for doing the work. Our next meeting will be on Wednesday, March 1 at 6 p.m.
The meeting ended at 8:05 p.m.

Parking lot (from this meeting):

1. Finish discussion on Committee Annual Evaluation
 - a. Complete section "Timely submission of Annual Report"
 - b. How should we process annual Evaluations of Board committees? Are committee's directive or mission being fulfilled? Are committee's still active and meeting essential and recommended practices?
2. should we send reminders to committees who have not sent in updates on the board policy for essential and recommended policies?
3. Review action items and deadlines