

Committee Best Practices Work Group Meeting – Approved at the 4/12/23 meeting  
When: Wednesday, March 1, 2023, at 6 p.m.  
Where: Zoom

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

**Members Absent:** Arna Shaw

**Other members present:** none

**Announcements:** none

**Agenda review:** Accepted

Should we discuss the motion from FairCares and how it interfaces with Best Practices? **Add to Parking Lot**

**Approve February minutes:**

Carolyn made a motion to amend the February minutes to remove the word “committee” and replace it with “work group” where appropriate and approve the February minutes. Dean seconded. The motion passed 5 – 0

Jon and Lainy arrived after minutes were approved.

**New Business**

1. Subcommittee on Committee Annual Evaluation: Complete section “Timely submission of Annual Report”.

Current draft reads:

*Timely submission of 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.*

The group removed the last section “Timely submission of Annual Report”, and edited as follows:

*Committee Annual report to the Board and membership*

1. *An annual report shall be submitted to the Board and officers by date chosen by each committee and annually thereafter.*
2. *All accumulated annual reports shall be submitted to the staff no later than March 15, to be included in the April Board Packet.*
3. *Staff shall provide a list of all received and all missing reports in the April board packet.*
4. *Committee Annual reports shall be posted to the .net site after board approval.*

AJ had to leave the mtg.

Thumbs up 6 – 0

Sandra shared that she would like to pass on the responsibility of the Chair to Arna. Arna has agreed to do it. Others can jump in if Arna becomes unavailable.

Sandra made a motion to elect Arna as chair for the Committee Best Practices Work Group. Sue seconded. The motion passed 6-0.

### **Updating the Manual:**

Sandra made a proposal that we submit some of the work we have already done on the manual to the board. The idea is to chunk the work down, making it more easily digestible for the Board. Sandra made the case that a lot of work we have done already is timely. Let's think about it.

5 of us are in favor. Dean can live with it.

Sandra suggested we go over the work we have done to date.

The group felt that Arna would be a good fit as the wordsmith. Another consideration is Dennis. Sandra will reach out to Arna.

2. How should we process annual Evaluations of Board committees?

Done. Per above, staff handles it.

3. Are committee's directive or mission being fulfilled?

Not our place to make this determination.

4. Are committees still active and meeting essential and recommended practices? Does the annual report answer the question? **Move to Parking Lot**

5. Should we send reminders to committee's who have not sent in updates on the board policy for essential and recommended policies?

We need to make a list of all the committees to whom we have sent requests, and for those that haven't returned them, we should send a reminder.

Sandra reminded that this is a new requirement that we are asking committees to do. We can certainly remind committees who haven't turned in their reports. To be discussed next time.

### **HOMEWORK**

- Sandra will check with Arna about wordsmithing.
- Collect the documents we've worked on and submit them to Arna. – Lainy and Carolyn

### **(8) Meeting Evaluation:**

It would be nice to have someone watch the stack.

### **(9) Next Meeting:**

Sandra thanked everyone for doing the work. Our next meeting is T.B.D.

The meeting ended shortly after 8 p.m.

**PARKING LOT**

1. Rename essential and recommended best practices.
2. Process for appointing new members to Board committees.
3. Board liaison roles and responsibilities. Can they delegate that role? Can meetings take place in their absence.
4. How much member input is reasonable.
5. Web conference- Hybrid meetings
6. Policies and practices regarding the recording of committee meetings and the approved ownership, dissemination, and uses of recordings
7. Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?
8. Should we discuss the motion from FairCares and how it interfaces with Best Practices?

Minutes submitted by Carolyn Gsell