

Committee Best Practices Work Group Meeting – Approved at the 05/03/23 meeting  
When: Wednesday, April 12, 2023, at 6 p.m.  
Where: Zoom

**Members Present:**

Sandra Bauer, Carolyn Gsell (scribe), Dean Middleton, Jon Pincus, Arna Shaw (chair & facilitator), Allain Van Laanen

**Members Absent:** Anthony “AJ” Jackson, Sue Theolass

**Other members present:** Paxton Hoag, Aaron Kenton

A quorum was established.

**ANNOUNCEMENTS**

Arna - If the Board passes the Closed Meeting Policy, because of the wording “closed meetings can only happen for two reasons”, Arna is going to put forward a motion to the board to allow the Jill Heilman Vision Fund group and the Food and Craft Committees to have closed meetings. Arna will work on a draft of her motion this week so that CBP can review it.

**AGENDA**

- Approve March minutes.
- Accept edited version of the policies written thus far.
- Combining required and recommended practices to become essential practices.
- What to do about committees that haven’t turned in their annual reports.
- Appointing new members to committees.
- Homework.
- Meeting evaluation.

**Approve March minutes.**

Sandra moved to approve the March minutes. Carolyn seconded. The motion passed 3-0. Arna abstained. (Jon P. and Allain VL arrived after the agenda was approved).

**Accept edited version of the following:**

- a. **BoD Liaison Role**
- b. **Closed Committee Meetings**
- c. **Committee Annual Report**

Reference document: CBPWG Approved Docs Feb 2022 (formatted for both PDF and Word)

**DISCUSSION:**

The wording used on the new writeup for updating the manual doesn’t match up with the style in the existing manual. Not necessarily an issue for now. Let’s get the updated write-up out and then next fall or winter go back through and clean things up.

Brief discussion as to whether submitting sections of the manual for approval could be taken out of context. Many of the sections we are working on are new additions; not updates to existing text.

The group discussed some minor edits made to the text originally established at previous meetings, and everyone agreed the edits are fine.

Once the sections of the policy are passed by the Board, then we can incorporate them into the overall manual. Any existing sections that are updated can include the original writeup, along with the updated writeup. Working on sections of the manual is no different from how the bylaws are updated.

Arna recommended that we submit these new updated policies for approval to the board. If we want to get this passed in June, it must be submitted to the board by mid-April for presentation as New Business at the May board meeting.

Arna and Sandra will fine tune the updates before submitting them to the board.

### **Combining required and recommended practices to essential practices**

Ref. BOD motion made on Feb 18, 2022. The motion reads *"The Board directs Board liaisons to ensure that all committees follow the most current Committee Best Practices Manual essentials and recommended practices."*

There was a disagreement among this group as to what was the intention of this Board motion. Several in the group said the intention was to change the category of "recommended" practices to "essential" practices, so that there is only one category. Another opinion was that the intention was that Recommended are recommended".

The group agreed to table this discussion and go back and review the recording of the board meeting where this motion was passed.

The suggestion was made that the 3 board members in this meeting resolve the question.

**What to do with committees who haven't sent in their annual reviews?** They are Archeology, Poster, Diversity, Food, Elections, Lump, Peach Power, Vision Action, Path Planning

Arna recommended we send a friendly email reminder. We should include the 3 questions originally asked. We should do our best to get these reports back from committees. A friendly reminder is not coercive. There was a complaint that the question of chairs is not applicable to the way committees are structured. The suggestion was made to clarify that if the committee doesn't have a chair, etc., then ask what is their process? What we really need to know is the primary contact person for the committee. The committee liaison(s) should be cc'd in the reminder.

Arna requested approval from the group to send the reminder:

Yes – Jon, Sandra, Arna, Carolyn, Lainy

No - Dean

### **Process for appointing new members to Board committees.**

The idea that this should be a retreat topic for the board came up, but there was no general agreement about this. Some expressed that the current process works fine.

The question we should be asking ourselves, “why is change necessary? If we are promoting DEI, then we need to do more to open our organization to underserved groups, and if we keep doing things the way we’ve always been doing them, then opportunities for new people coming in will be lower. The best practices mission is to create a standard for which committees can operate so that the board can expect similar operations from all committees. Since committees are appointed by the board, the board should make the decision on this.

It was pointed out that there were at least two messy situations with a new person requesting to be on a committee.

The ensuing discussion presented a wide spectrum of ideas about committees – how they operate, the ways they serve, recruitment for diversity, the impact of “at large Fair politics” on committee members, the difficulty of conveying the work of committees to the Board, and the Board’s way of functioning that inhibits real communication with the membership.

Getting back to the “nuts and bolts” of appointing new people to committee, the suggestion was made that there needs to be multiple avenues for getting on a committee. Recruitment from within stifles diversity on multiple levels. We don’t want to get so wedded to one process that there can’t be a direct ad to a committee. Although the topic of term limits was mentioned earlier in this conversation, that is not what we are discussing here. There was disagreement expressed that we don’t already have multiple ways for folks to get on committees.

The subject of the Endowment Committee and the Jill Heilman Vision Fund came up. Potentially the same people have been in these two groups for decades. If new members were involved, it may provide another way for these two groups to look at new ways to allocate money.

Another idea floated is that anyone being considered for membership of a committee should have fulfilled specific criteria, such as having attended at least 3 meetings prior to applying.

Arna – We can discuss this further in a few months after we have thought through this some more.

### **Homework**

Arna will work on the agenda for the next meeting.

Arna and Sandra to finish polishing up the manual updates before submitting to the board for approval.

Arna to send reminder emails to committees who have not yet turned in their report.

### **Meeting Evaluation**

Sandra shared appreciation for Arna’s facilitation process.

**Next Meeting:** Wednesday May 3, 6 p.m. via Zoom

The meeting ended at 7:54 p.m.

### **Parking Lot**

1. Board liaison roles and responsibilities. Can they delegate that role? Can meetings take place in their absence?
2. How much member input is reasonable?
3. Web conference- Hybrid meetings

4. Policies and practices regarding the recording of committee meetings and the approved ownership, dissemination, and uses of recordings
5. Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?

Minutes submitted by Carolyn Gsell