

Committee Best Practices Work Group Meeting – Approved on Nov. 1<sup>st</sup> at workgroup meeting

When: Wednesday, May 3, 2023, at 6 p.m.

Where: Zoom

The meeting started at 6:03 p.m.

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

**Other members present:** Paxton Hoag

A quorum was established. Eventually all members were present.

## **ANNOUNCEMENTS**

### **AGENDA**

- Announcements.
- Agenda Review.
- Approve April minutes.
- Sharing Documents: PDF, Word, or both? Using a shared drive
- Board liaison roles and responsibilities. Can they delegate that role? Can meetings take place in their absence?
- How much member input is reasonable?
- Web conference – hybrid meetings
- Policies and practices regarding the recording of committee meetings and the approved ownership, dissemination, and uses of recordings.
- Meeting evaluation.

### **Announcements**

None

### **Agenda Review**

Dean requested to add “Using a shared drive to the Sharing Documents Agenda item. Sandra moved to approve the agenda with the recommended change. AJ seconded. The motion passed 7-0. Lainy arrived after the agenda was approved.

### **Approve April minutes.**

Arna moved to approve the April minutes. Carolyn seconded. The motion passed 4-0. Sue, Jon and AJ abstained. Lainy arrived after the minutes were approved.

### **Sharing Documents for CBPWG: PDF, Word, or both? What about a shared drive?**

The group discussed posting documents on our shared drive. This is not a requirement for committees but rather something this Working Group would like to use.

In reference to document formats, the group decided to continue distributing them in both PDF and Word. Carolyn will contact Lainy and Vanessa about how to access the group’s shared drive and will communicate that with the group. All committee members will need access. See Homework.

### **Board liaison roles and responsibilities. Can they delegate that role? Can meetings take place in their absence?**

On 02/18/22, the board passed a motion that requires a liaison to be present at a committee meeting. Currently there is no reference in the manual to the liaison requirement.

The primary ideas the group considered were (1) for the Board President to appoint an alternate board member to attend a meeting when liaisons are unavailable and (2) The assigned liaisons would have the responsibility to find another board member to represent them at a meeting.

Somehow it needs to be made clear that the requirement of liaisons to attend committee meetings is not a negative. It is an opportunity for educating, providing guidance, and mentoring committee members. Best Practices is a way for committees to properly serve the board, and conversely, it's important for the board to understand what's going on with committees.

Paxton offered this wording:

***If neither liaison can attend a committee meeting, the appointed current liaisons must find a board member to replace them for the meeting.***

The decision was made to table this discussion until the June meeting.

### **How much member input is reasonable?**

The group felt it is important to ensure that members who participate in committee meetings have an opportunity to provide input. Member engagement needs to be encouraged. It's an equity and inclusion issue. The current manual points to this, but the wording could be improved to emphasize importance.

The decision was made to continue this discussion at the June meeting. Lainy will do some wordsmithing. See Homework.

### **Homework**

- Arna to reach out to committees who have not yet submitted their annual reports.
- Agenda items for next meeting to include:
  1. Board liaison roles and responsibilities – continue discussion about alternates when liaisons are unable to attend a meeting.
  2. Member Input – Review revisions to any wording in manual that references member input.
  3. Web conferencing – hybrid meetings
- Investigate current shared drive – revitalize or replace. Ensure all working group members have access. – Carolyn
- Consider solutions for requiring liaisons to be present at committee meetings when neither liaison is available to attend. - Everyone
- Wordsmith replacement content describing membership input at committee meetings. - Lainy

### **Meeting Evaluation**

There was general agreement that the meeting went well, and we got work done. Let's be mindful about our interactions. We had 5 board members present out of 9 total attendees.

**Next Meeting:** Wednesday June 7, 6 p.m. via Zoom

The meeting ended at 7:46 p.m.

**Parking Lot**

1. Policies and practices regarding the recording of committee meetings and the approved ownership, dissemination, and uses of recordings.
2. Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?
3. How committee members are appointed.

Minutes submitted by Carolyn Gsell