

Committee Best Practices Work Group Meeting -Draft Minutes

When: Tuesday, March 19th, 2024 @ 6 p.m.

Location: Online via Zoom

Work Group members present: Dani Derrick (scribe), Sandra Bauer (facilitator), Aaron Kenton, Jon Pincus

Work Group members absent: Colleen Bauman, Arna Shaw, Allain Van Laaen, Sue Theolass

Others Present: Paxton Hoag, Ann Bennett-Rogers

Agenda

Announcements

None

Agenda Review

No Changes

Approve February minutes:

Aaron made a motion to approve February 2024 minutes; Dani seconded. Passed with Sandra, Dani, and Aaron voting yes, Jon abstaining.

Old Business

1. Finalize questions about closed meetings

Reviewed and had a discussion about questions, should we add “what actions or recommendations have you made?” to third question. Back to discussion about first question.

Then went through each question and approved as we went for all four unanimously.

Discussion about responses to alias email (all of us?) and confirmed email will be sent to committee chairs, or liaisons if there is no chair.

Text of approved Survey Letter (will also send to alias after meeting):

Hi <committee chair>,

Committee Best Practices Work Group (CBPWG) is working on developing policy concerning closed committee meetings.

To do this, we want to survey all committees on their current practices for closed meetings.

We have four questions for you.

Your answers will help inform our policy recommendations to the Board.

We appreciate your help in this matter.

The questions are:

a. What are the topics or reasons for closed meetings in your committee?

b. How often do you have closed meetings?

c. Are the parties to be discussed in the closed meeting given prior notification?

d. What actions or recommendations have you made as a result of a closed meeting?

Please send your responses or questions to bestpractices@oregoncountryfair.org

Thanks!

CBPWG

2. Report and discuss – revised Mission statement

- a. Voted to remove the middle “interest” sentence, passed unanimously. Word smithed the remaining two paragraphs. Aaron moved to approve this version of the mission statement, Dani seconded, passed unanimously.

Text of approved Mission Statement:

Mission Statement

The Committees Best Practices Committee’s purpose is to formulate and recommend policy and processes to the Board that enhance communication between committees and the Board and committees and the membership.

The Committee’s primary goal is to regularly update the Best Practices Manual through consultation with interested parties to create organizational standards that support transparency, consistency, openness, inclusive and diverse representation and participation. The Committee will also perform related tasks as needed.

Sandra moved last item on agenda to next meeting:

3. Appointing new members to committees, continuing discussion

Meeting Evaluation

Dani: Thanks to Sandra for facilitating. Thanks to all for input. We got a lot done.

Paxton: Ton of work done. Interesting discussion.

Jon: Same, great meeting, very productive.

Sandra: Good meeting. We worked hard and have a lot to send Arna!

Aaron: Looking forward to laughing in future meetings

Next Meeting – Tuesday, April 16, 2024

Parking Lot

- Require full names of committee meeting attendees in beginning of minutes.
- How much member input is reasonable.
- Web conference- Hybrid meetings
- Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?

Summary of motions passed:

- February meeting minutes approved 3-0 with 1 abstention.
- Motion to approve changes to Mission Letter passed unanimously.