

Committee Best practices Work Group Meeting Minutes When: Tuesday, May 21, 2024 @6:15 p.m.
Location: Online via Zoom

Work Group members present: Anthony "AJ" Jackson, Colleen Bauman, Dani Derrick (scribe), Arna Shaw (chair and facilitator), Allain Van Laane, Sandra Bauer, Jon Pincus

Work Group members absent: Sue Theolass, Aaron Kenton

Others Present: Paxton Hoag

6 of 8 members present establish a quorum for this meeting.

Announcements

Arna: Board passed the motion on liaisons. Making this workgroup a full committee will be added to the agenda for next month.

Agenda Review:

Colleen: should we put a board liaison on the agenda? Arna will add committee housekeeping on the next agenda.

Agenda approved by unanimous consent.

Approve Minutes – February and March

February:

Arna and AJ abstain. Colleen, Sandra, Dani, Lainy – approved.

March:

Colleen Abstains. Arna, Sandra, Dani, Lainy, AJ – approved.

Dani: Should the minutes be a transcript or summary? Arna will add to the next meeting a discussion about the form of the minutes. Since there is a video, summary should suffice.

AJ is glad Colleen is back and was happy to hear update.

Old Business

1. Summer meeting schedule

July is usually cancelled. Suggestions include cancelling June and July as well as August.

Everyone agrees to cancel June, July, and August. Dani will contact Vanessa.

2. Review closed meeting responses

Discussion of returned reports and a google doc will be created and shared so that we can add our responses and not burden an individual to add them all.

3. Appointing new members to committees, continuing discussion.

Arna – Call out for committee members, can we formalize a process and recommend it?

Jon – call outs a couple times a year are a good idea, need a standardized process.

Usually invites go to people that attend and he would like to see flexibility.

Sandra - wants to keep a letter of interest possible in addition to nominations.

Colleen – Call outs need to be regular, starting after the election, tied to the calendar.

We need to make sure we keep options for diversity and self-referral.

Paxton – People come to the meetings to show interest. We have added people to LUMP that have skills that we need. Current process works for LUMP. Likes a call out in January.

AJ – agrees with what was said. Some hesitation, around who decides what skills are needed. How do we get more diverse people if skills are unknown?

Jon – Clarify, the times Path Planning have added people the people have been attending and working to demonstrate skills. Younger people have come in by attending and then have been added. Call out might include a resume. Not just friends of other members are added. Last year Path Planning went to other committees and put a call out and got some new folks. When something changed at the board they all left.

Arna – I'd like to see two call outs a year. Letters of interest, or the committee can write a referral letter to the board to add them as well. Board can work with the committees and ask for diversity. Are some committees full? Annual reports are being reviewed to see how committees are functioning.

Sandra – opening up to new people should be considered, many of the same people are on a lot of committees. The annual report may include an optimal number, we need to make sure there is space for new people.

Colleen – If a committee loses a quorum, they may need a motion taken to the board.

The call out process needs to be worked through. Looking at the calendar – If a committee needed people they know the call out is coming, May-June might be a good time. Keep the process open.

Paxton – opposed to spring call out. September is a good time after fair, when discussions are happening, contacts are made. Once a year is enough. Outreach in the past has worked. Universal call out once a year is fine.

Jon – There is not just old people on committees.

Arna – What are we looking for in committee members, skills and different ages, diverse backgrounds – LGBTQ+, BIPOC. Call out in February might be good, because new

liaisons get assigned in November, so an extra month could be helpful to new board members or board members in general.

Paxton – Guidelines are moving to November, but not opposed to Spring. We aren't doing what the committee best practices was asked to do, but what we think the board is going to do.

Colleen – looking at the calendar, October lines up with the end of the year, assignments in December or sometime near there.

Colleen - Motion to recommend adding to the Board work plan: board liaisons to assist committees issue a call out for adding new members in October, new biz in December and vote in January.

Sandra's Seconds.

Discussion on the motion.

All workgroup members vote yes.

Arna – not ready to take this motion to the board, will look further at suggestions.

We will discuss this more in our next meeting in September.

Paxton – we should make a recommendation. Ambitious timeline but thinks it can be done.

Colleen – not a hurry to take it to the board.

Arna – We will need to meet in August. All members agreed to meet in August.

Aj – we don't have to use all the time.

Arna – think about what we want to add before we bring this to the board.

Meeting Evaluation

Jon – no subcommittees needed. Had a hard time hearing Colleen

Arna – Likes this group. Loves having Colleen on the committee.

AJ – thanks for all the work. It's nice to come.

Colleen – volume was way down, fixed that. Appreciates reminders. Thank you, Arna for your gracious hosting.

Next Meeting:

Tuesday, August 20th 2024, at 6:15pm

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 Minutes Approved (revoted on to ensure quorum) 4-0, 2 Abstentions
- March Minutes Approved 5-0, 1 Abstentions
- Motion to recommend adding to the Board work plan, board liaisons to assist committees issue a call out for adding new members in October, new biz in December and vote in January. Passed unanimous.

Homework

- Google doc created (Arna) and everyone add their closed meeting responses for review in August.
- Think about what we want to bring to the board in regards to the call out for committees' recommendation.