

## **Committee Best Practices Committee Meeting** Draft Minutes

**When:** Tuesday August 20<sup>th</sup>, 2024 @6:15pm Ended early @6:42pm

**Location:** Online via Zoom

**Work Group members present:** Dani Derrick (scribe), Arna Shaw (chair and facilitator), Allain Van Laane, Jon Pincus.

**Work Group members absent:** Sue Theolass, Aaron Kenton, Anthony “AJ” Jackson, Colleen Bauman, Sandra Bauer.

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

Announcements - Skipped

Agenda Review - Skipped

Approve Minutes – May: Lainy motioned to approve the minutes, Arna seconded. Passed.

All items below deferred til the next meeting.

### **Old Business**

- 1) Committee housekeeping – review procedures
- 2) Liaisons
- 3) Closed meeting responses
- 4) Refining a recommendation for adding new members to committees
- 5) Prioritize the parking lot

### **Meeting Evaluation**

#### **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?