

## **Committee Best Practices Committee Meeting**

**When:** Tuesday September 17<sup>th</sup>, 2024 @6:15pm **Ended at 8:02pm**

**Location:** Online via Zoom

**Work Group members present:** Arna Shaw (chair and facilitator), Jon Pincus, Colleen Bauman, Sandra Bauer, Dani Derrick (scribe).

**Work Group members absent:** Sue Theolass, Aaron Kenton, Allain Van Laaen, Anthony "AJ" Jackson.

**Staff Liaison:** Sunny Arthurs

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

Sunny Arthurs intro.

Announcements – Jill Heiman fund gave away \$6k.

Agenda is approved unanimously.

Approve Minutes – August Minutes will be sent after this meeting.

1. **\*\*Attendance Policy for CBPC\*\*** - Initial proposal discussed to set a threshold of 3 missed meetings for removal, but amended to 2. – The group reached agreement to adopt a policy where members with 3 unexcused absences within 12 months will be contacted regarding their inactive status. - Emphasis on the importance of attendance for effective committee functioning.

The committee unanimously approved that our group policy will be: "Three unexcused absences within 12 months the chair will contact the committee member to notify them their committee membership is deemed inactive."

2. **\*\*Committee Size for CBPC\*\*** - Discussion on establishing a minimum of 5 and a maximum of 8 members to ensure diverse representation and adequate participation.
3. **\*\*Minutes and Documentation for CBPC\*\*** - Debate on whether to use summaries or verbatim minutes; a preference emerged for summaries that include key points without attaching names. - It was suggested to include time stamps for motions for easier reference.

## **Old Business**

4. **\*\*Liaisons\*\*** - Previously discussed, no new updates.
5. **\*\*Subcommittee to Review the Manual\*\*** - A proposal was made to establish a subcommittee to assess the manual for potential updates. - Noted that several policies have been activated, indicating a need for review and possible reorganization of content. - Discussion on integrating this review into an annual work plan, with a

suggestion to wait until the work plan is finalized before proceeding. - Acknowledgment of the time-consuming nature of manual reviews, with a previous division of content into recommended and mandatory items. - Agreement to read the manual as part of the review process.

6. **\*\*Annual Reports\*\*** - It was highlighted that the board has not yet reviewed the annual reports. A suggestion was made to either form a subcommittee for this purpose or to involve the current committee. - One member expressed willingness to assist with the review.

Add to next meeting: agenda template.

- 1) Closed meeting responses – add to next meeting agenda
- 2) Refining a recommendation for adding new members to committees – add to next meeting agenda
- 3) Prioritize the parking lot
  - a. Annual Reports
  - b. Closed Sessions
  - c. Web Conference Policy
  - Are committees still active and meeting essential and recommended practices? Does the annual report answer the question?

Meeting Eval:

Sandra, productive meeting

Colleen, Thanks for the summary of the motion was great. Thanks!

Jon, I thought it was a good meeting. As we get into the deeper topics we need to not shut people off and keep an open mind. Hand in the chat didn't work well for me.

Arna, we will look at that next meeting to make sure it works for everyone. I will call Sue to check in. I really enjoy this committee.

Action items:

Colleen and Arna work on the workplan

Dani and Arna will review the annual reports.

**Motions: Agenda approval and Committee attendance policy both unanimously approved.**