

## **Committee Best Practices Work Group Meeting**

**When:** Tuesday, October 15<sup>th</sup>, 2024 @ 6:15 p.m. Ended at 8:16 p.m.

**Location:** Online via Zoom

**Committee members present:** Dani Derrick (scribe), Sandra Bauer (facilitator), Aaron Kenton, Jon Pincus, Colleen Bauman, Allain Van Laanen

**Committee members absent:** Arna Shaw

**Staff member present:** Sunny Arthurs

**Others Present:** Paxton Hoag

## **Agenda**

Announcements- None

Agenda Review- Colleen asked to move up board liaisons, move closed meetings down, table term limits and agenda template. Aaron suggested time limits for each item. Aaron moved, Colleen seconded. Unanimously approved agenda.

Approve Minutes – August minutes: Lainy moves, Dani seconds, Colleen, Aaron abstain, passed. September minutes were tabled until October to check on point about a vote on the attendance policy.

Staff Liaison Report – Sunny, annual membership meeting was well attended, on par with past meetings. Budget committee and staff met, Kirsten recommended budget freeze on crews and committees and asked for preliminary numbers by the end of October. The 2024 fair made a little money.

Board Liaison Report – Sandra, motion to have board members take office when the election is certified. Went over basic financials. Budget season starting tomorrow night.

### **Subcommittee Reports**

Work Plan report tabled until November

Annual Reports- Sandra, Dani, and Arna went through the reports. There is no process established, and some were okay, some didn't include everything. Used a matrix to "grade" them. Three committees didn't meet the mark, path planning, diversity, and archeology. The report will go to the board. In the future they will be reviewed for completeness, and the committees given some time to fix-complete. It was mentioned that the liaison is the point person for the reports. They should be reviewed and

then sent to the liaisons for completion or further review. The subcommittee accomplished what was asked of the board President. Excellent point to make sure the liaisons are the oversight. Aaron, is there a due date? They can send at any time. Colleen read from the committee handbook. We will need to tighten up for next year.

- 1) Elect officers
  - a. Sandra nominated Arna for Chair, and Dani for Scribe, not seconded, discussion.
  - b. Colleen asked if we are going to nominate a co-chair
  - c. Aaron stated the scribe is the most important.
  - d. Colleen nominated Dani for Scribe, unanimously approved
  - e. Sandra nominated Arna for Chair, unanimously approved
  - f. Colleen asked that we keep a co-chair position open, but pulled back her recommendation for a co-chair at this time.
- 2) Appoint subcommittee for review of Best Practices Manual
  - a. Lainy expressed interest.
  - b. Aaron recommends if Colleen is up for it, she would be great at it.
  - c. It's a review, not a re-write.
  - d. Appointed Lainy and Colleen.
- 3) Agenda template for CBPC
  - a. Add ending time
  - b. Introductions after announcements.
  - c. Public comments after announcements.
  - d. Review Action Items is great, homework reports under other reports – we don't need to decide on this right now.
  - e. Meeting evaluation, for the best of the peach.
  - f. Discussion about public comments timing, agenda review after public comments.

***Time 7:19pm***

- 4) Review board liaison duties and update if necessary
  - a. Should this committee hold a board liaison teach-in?
  - b. Should we create a Statement about the liaison role description?
  - c. Does every committee understand the liaison role?
- 5) Closed meetings policy

- a. We need a recap
- b. The manual says no board appointed committee should have no closed meetings unless they are legal or personnel in nature. Add Real Estate?
- c. Read a piece of policy that is not included in the policy passed by the board. There should be a notification of the board.

***Time 8:06pm***

- d. Need to go back to the responses on closed meetings and review.
- 6) TABLED: Call out and appointment process for recruiting new committee members
- 7) TABLED: Consider terms and term limits for committee members/chairs and/or removal process

**Review Action Items**

1. Annual reports: add back to the agenda for a discussion (should the whole of this committee see all the reports?) If in the future this committee reviews annual reports, any incomplete reports should be referred to that committee's liaisons. - Arna
2. Agenda Template Draft- Dani
3. Closed meetings review of responses- all
4. Send the board policy passed to add to manual- Sandra
5. Motion on closed meetings, what we sent, and didn't pass. We need to know what we brought so we know what could pass. – Lainy/Colleen

**Meeting Evaluation**

Sandra, we should use proper process to add members to committee

Colleen, we can invite people to apply, or a letter of interest. Thank you for stepping in, Sandra to facilitate. We get a lot of good ideas.

**Confirmed Next Meeting November 19, 2024, at 6:15pm**

**Motion Summary:**

**August minutes: Passed. 4 yes, two abstentions.**

**September minutes: Deferred to check a vote. Minutes approved after confirmation and small edit to minutes to clarify what we voted on.**

**Elected officers: Arna to Chair. Dani to be Scribe.**

**Appointed subcommittee for review of Best Practices Manual: Lainy and Colleen.**

**Meeting end time: 8:16pm**