

## Committee Best Practices Committee Meeting Minutes

When: Tuesday February 18th, 2025 @6:15pm Ended: 8:14pm

Location: Online Via Zoom

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

Committee members absent: none

Staff member present: Sunny Arthurs

Others Present: Dan Mix, Paxton Hoag, AJ

Announcements: Arna - Ed Moye has passed. He helped build the Left Bank. Jon - He leveled up our presentation to the public in many areas in the fair.

Introductions: We all know each other.

Public Comments: none

Agenda Review: Arna would like to move Liaisons up one in old business. Aaron moved to approve the agenda with the one change: passed unanimously.

Approve Minutes: January, Lainy moved, Arna Seconded. Passed unanimously.

Staff Liaison Report: Sunny let us know the budget committee is finishing up. Buses under contract. Rock Bird medical contract signed. Verizon and T-mobile bringing towers, no word from ATT.

Paxton Hoag joined @ 6:25pm

Board Liaison Report: moved three committees to operational path planning, peach power, poster.

Subcommittee Reports: none

Work Plan: basic with a few months open to deal with items that come up. One member would like to add an annual report review to make sure they are complete in March. It would have to be added to the subcommittee, subcommittee added in March. April is too late to assign them out to fix them in time. Reports due in May to the board.

Committee manual review: Will have a presentation to review in the meeting next month.

Review Old Action Items

### **Old Business**

Closed meetings policy:

- a. Long discussion about possible changes to policies

Sunny Arthurs left @ 6:56pm

- b. should "personnel" be removed. It's complicated and bad timing.
- b. could a template or form be created for committees to use?
- b. seven days prior might not be workable for committees.

AJ arrived @ 6:59 pm

- e. More discussion on wordsmithing of policy. Food, Craft vision fund, and Endowment are the main committees that have closed meetings on a regular basis. Trying to work around that.

AJ left @ 7:17 pm

- f. one member doesn't think it's burdensome to ask what the function is for a closed meeting. The reason to ask is so that committees aren't closing meetings for just any reason.
- f. asking permission vs notifying the board for a closed meeting.

Do liaisons count towards a quorum?

- a. Liaisons can vote but it wasn't clear if they count towards quorum.
- b. The committees need to have their own quorum, regardless of liaison.
- c. The committee agrees that Liaisons do not count towards quorum.

Meeting norms for CBPC

- a. Be respectful of other members
- b. Be mindful of length of comments
- c. Should we have a board liaison report if the items don't pertain to us? Some really like it.
- d. Zoom: have your camera on if possible. Try to have the meeting in a quiet place. Good lighting. Know how to work your equipment, raise your hand, screen share, etc.

Review New Action Items

Google doc for closed meetings policy to be reviewed and commented on.

Meeting Evaluation

- a. good meeting!
- b. thanks everyone for all the work
- c. great to see a committee that works so well together.

Motion Summary: January minutes approved unanimously.

Proposed Next Meeting March 18, 2025, at 6:15pm

**Parking Lot**

- 1. Consider years of service for committee members/chairs
- 2. Call out an appointment process for recruiting new committee members—policy