

Committee Best Practices Committee Meeting Minutes  
When: Tuesday May 20th, 2025 @6:20pm Ended: 8:21pm

Location: Online Via Zoom

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

Committee members absent: none

Staff member present: none

Others Present: Paxton Hoag, Sue, Ann Bennett-Rogers

**Announcements:** We lost Terry Patrick today. Terry was instrumental in setting up our initial structure of the fair.

**Introductions:** We know each other.

**Public Comments:** none

**Agenda Review:** no changes. Approved by unanimous consent.

**Approve Minutes – April:** Arna moves to approve, Aaron seconded, approved. Lainy and Jon abstain.

**Staff Liaison Report:** none

**Board Liaison Report:** Privacy policy referred to the June meeting. In the June meeting, BoD code of conduct was developed and will be voted on. There will be a motion to change the bylaws for age of member voting to 18.

**Subcommittee Reports:**

**Committee manual review:** Lainy and Colleen went through the board minutes from August 2024 until now, and pulled out any action items from minutes for the committee. Dani to send those to the Friends list. Add committee in good standing to the manual. Need to review under the meeting norms: appendixes and resources. Expand on best practices for the board, we currently only have one sentence. <- add to parking lot. Invite EDDI task force to look at language/policy in the future, review appendixes and offer recommendations? Committee member would like the manual to be reviewed more thoroughly, particularly the committee in good-standing section. We need to add some items that passed the board, there are a number of review areas but this committee is off until September. Perhaps we can review and make notes. The manual review will be an ongoing process for a few months. Will we be rewriting the manual? Just an update.

**Review Old Action Items:** none

**Old Business**

1. **Closed meetings policy disussion:** The verbiage change was ran past ED, she was fine with it. The word “participants” covers volunteers and booth people nicely. The term personnel is loaded with legal issues. Issues with legal connections should be referred to fair cares or staff. A member thinks closed meetings for defined purposes is the best way to go. Disciplinary reasons seems to be the sticking point. If a person is the subject the meeting, they should be notified. A member wants to stay with the definition Legal, Personnel, and Real Estate for closed meetings only. Craft has two meetings a year that

have closed sessions. Both are related to registration and/or craft inventory. The fair has 13 board committees and three operational. Six committees need closed sessions: Food, Craft, LUMP, Philanthropy, Poster, and Path Planning. The goal is not to make it complicated or hard for committees to get their work done. Suggestion to change the language to add philanthropy, and a way to have emergency closed sessions. One member is very against using the term “personnel” in regards to any volunteers on any documents and proposes sending the board a list of topics for closed meetings. A guest mentioned that in the past the fair has been counselled to not ever use the term personnel and doesn’t like the word participant. The document will be updated with Aaron’s changes so it’s clean.

2. **Voting rights for liaisons discussion:** Board passed that liaisons do not count towards quorums. In 2012 the board passed a motion that says liaisons can vote in the committee. It’s been questioned that it would be two votes, so this committee wants to discuss. Two guests feel that this has been decided. Policies can change. A quick google search found that it is not standard that a liaison vote. The fair board in the past has said they work differently and being more open and collaborative has been the goal. Aaron volunteered to write up a motion to vote on in September.
3. **Committee appointments being for a term instead of indefinitely discussion:** A board member has suggested this. Brought to the committee to discuss. In the annual report committees are asked to report years of service. The data was compiled and there is a large range of terms of service. A committee party was proposed, and appreciation party, recruiting party. Being appointed for a term is not term limits. The board should have an option to reappoint members. One reason this committee may have trouble getting people is because the nature of this committee is to limit rights of members. Leaving it up to board to appoint every three years may miss out on important work, like Zavandu. It took 10 years for that.

**Referred these items for the next meeting:**

4. Consider years of service for committee members/chairs
5. Generate list of possible agenda items

**Review New Action Items:** reviewed.

**Meeting Evaluation:** Ann would have liked to attend more in the past, but she was on EST and it was difficult. Paxton appreciates the committee. Aaron found the meeting to be interesting. Lainy said it was great to see everyone and so glad the friends show up! Jon appreciates the opportunity to have hard discussions. Arna, it’s fine to disagree and have heated discussions. See you all on the path! HAPPY SPRING. Sapling identification May 31!

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

**Parking Lot**

1. Call out and appointment process for recruiting new committee members—policy

