

## **Committee Best Practices Committee Minutes**

**When:** Monday, December 8th @ 6:15 p.m.

**Location:** Online via Zoom

**Committee members present:** Jon Pincus, Allain Van Laanen (scribe), Arna Shaw.

**Committee members absent:** Dani Derrick (scribe)

**Board Liaison present:** Indigo Renlov

**Others present:** Paxton Hoag, Anne Bennet Rogers

### **BOD liaison report:**

Bod meeting review by our new liaison, Indigo.

Paxton noted our back up liaison is Jon Steinhart

Indigo:

There was a revenue report and presentation of guideline changes.

Bod will be voting to on these changes at the Jan BOD meeting so review them now.

Indigo sees her role of liaison as having a focus on policy and procedures and will keep us aware of what is happening on the bod and if we need to bring something to the BOD she will assist. She is an administrator in her work life and does all kinds of group process and she does not want to take on the tasks of administrating here. Special mention to support her not taking on too much, including admin roles in our meetings.

She has made a suggestion for morning or early afternoon meeting possibility and let us know she will be traveling in Feb and not able to meet with us.

Arna:

**Meeting Norms brief review:** be respectful, do not repeat yourself, have your camera on, know how to work your equipment, and be in a quiet space, come prepared.

Discussion of needing new committee members

We need to recruit new people.

We need a broad representation, as we are a policy making committee and the work would benefit from a broad perspective of fair membership.

Jonathan echoes this sentiment

Paxton shared:

Path planning and Lump and others are also looking for new members.

As a group we can outreach collectively to support each other to gain new membership for our committees.

Allain offered idea that we host a committee workshop forum or online event to share the committee info and the needs of the committee.

Reps from each committee can explain and share what committees are doing. This can be open to all fair family with a goal to support outreach and recruitment for committee participation.

Arna: Most Committees are operational. We are a policy committee; this may make us not as desirable as other committees.

Jonathan: We have discussed this as a listening session, to have other committees share how they are understanding and working with the BEst Practices Manual.

It would be valuable to us to help us see how our manual is received and utilized by

committees.

Arna Has brought the idea to the BOD to have a committee party celebration, or an event or an informational thing celebrating and acknowledging committees without any action taken up by ocf BOD.

Have a Committee Showcase

Arna suggests we flush out our ideas and share by email

Hold it in Jan Feb or March

Arna :

**Regarding the Response to the elders committee** : “on page 8 of the manual from aug  
“Start the draft meeting before you end the meeting.... Before we end the current meeting.

It would be start the agenda for the next meeting before the meeting is over.

Clarifying the intention of the sentence. Do we take it to the BOD or not?

“

2nd question : job description of the recording secretary and a scribe - they are the same thing.

In our meeting edit/ review of the manual then we bring it all to the BOD.

we as committee clean it up and work it by email and

Jonathan

If it's just a word edit is not a change of policy to the manual we do not need to take it to the BOD.

If we change the wording.... Then we take it to the BOD.

We can -Take 2 questions to the BOD ... how we understand the wording.

Check to see

If our liaisons think we are misleading and need to take to the BOD.

Indigo : streamlining is good and we do not need to burden the BOD.

This is a BOD committee. We were created for continuing to work the manual.

The act of adding words for clarification should go to the membership.

We can bring it to the BOD its procedural .... We bring it to the membership.

Jonathan agrees :

Arna:

Next meeting we focus on the manual

Paxton: changes go into our bod report.... We can ask the bod to look at our report.

Minor changes are part of the bod report.... Its real simple and t=answering the clarifying

**Task :**

All of us go through the manual and mark it up where it needs to be edited and then we include our changes in our BOD report.

**New action items** : review the manual

**Meeting evaluation** : Jonathan we did pretty good for not being able to do the meeting.

Paxton got a new idea out of it. *Idea : A committee fair where each committee has a representative and shares the committee info and outreach.*

**Next meeting:**

Monday Jan 12 at 6 :15 pm