Committee Best Practices Committee Minutes

When: Wednesday September 2nd 2026 @ 6:30pm. Ended at 7:56pm.

Location: Online via Zoom

Committee members present: Jon Pincus, Dani Derrick (Scribe). **Facilitator:** Allain Van Laanen
BOD Liaison: Zahara Indigo

Others Present: Jon Steinhart, Ann Bennett Rogers

This Meeting's Business:

Agenda Review:
Schedule meetings for the year
Game plan for next meeting
Discussion of committee annual reports

Schedule meetings for the year
CBPC Meetings will be 7pm for 1.5 hours on the third Monday of the month.

Game plan for next meeting
We will keep the 10th for committee member feedback. Add the 21st as a working meeting. Zahra will start a draft doc for wordsmithing the invite/info for the .net site for the 10th and 21st. Jon S would like broader outreach.

Reviewed agenda items for the upcoming meetings.

Discussion of committee annual reports

Committee annual reports: Should this committee be "in charge" in this process? If so, we need to streamline the process (google form). Is this something the board wants us to do? Lainy – It's the liaisons duty to make sure these get done. Maybe we give the board advice on how to do this? Jon S – pinged us to see which ones came in and to lean on the board members to get their committees to get the info in. Whose job is it to correct errors in reports? Can the info simply put the info on the .net site on the committee page? Jon P – reports are important. No formal definition. It's under this committee so for this year we should do it. Should be the board's business to decide who and how it should get it done. Lainy – we did a lot of work and some committees didn't respond. It is the board liaisons job to collect the info. If the recommitment process becomes part of it, then a new process needs to be put in place. Indigo – perhaps the liaison should interview the committee. It may also relate to the recommitment process. Jon S is going reach out to the board and have liaisons get on it.

Meeting evaluation:

Jon P: good meeting!

Lainy: I will try to do a better job next time. Thank you to Zahra for keeping community at the forefront. Jon S thanks for good feedback.

Zahra: ask for brevity in emails. Thanks, Lainy, for stepping up to facilitate. Sending email with link to doc. Everyone put your name on the consent line when you've reviewed.

Next meeting proposed: September 10th at 6:30pm.