

4_4_2013 FINAL minutes, Governance Committee

Present voting members: Bob Kerns, Nancy Manning, Sandra Harrington, Evelyn Bless, Nancy Stearns, Libbie Jae

Also present: John Miley, Paul Berg

Chair: Nancy S., minutes: Evelyn

Called to order 1:06.

Approval of proposed minutes 3_7: motion: Evelyn. 2nd: Sandra. Approved.

Mission statement: Evelyn included in minutes from last meeting and it will henceforth be incorporated by Nancy S into committee's agenda.

Record keeping of Center records: the offsite location where efiles are stored needs to be noted in the physical binders.

Strategic plan meeting and capital improvement plan: Strategic planning session in Sept. will incorporate capital improvement planning. The County Administrator's Recommended Capital Improvement Program comes out every 5 years. Current is 2012-2017. Next one (our target) is for the 5 years after 2017. We want to be in this; note that Northdale and T&C in current plan each have \$2.2 M. It requires 5 year plan (and more) from us, to determine rationale and what we wish to do with funding. We need to answer the planning questions, find out deadlines, prepare our timeline, assign responsibilities, etc. This kind of plan will also help garner outside support from the community. John Miley will spearhead compiling the business requirements. We have 21K sq ft presently.

- What do we see future looking like?
- What will support this growth?
- We will enhance our case if we have matching \$\$\$. From donors or state: state has capital improvement plan that can match w county funds.
- "CCC 2.0"—get our members and donors excited.

Strat Plan meeting: Must choose date, moderator. Our choice of moderator will depend on goals in the meeting. Need to be set beforehand.

Agenda items for Board: 1) Strategic planning meeting; 2) Capital funding discussion.

Board candidates update: Victor Kormanik has applied. Committee voted to interview him upon receipt of resume or CV. We would like to be ready to vote on recommendation by next meeting. Therefore:

Action item: Paul will call Victor and ask him to send resume/CV, and also ask about availability. When resume/CV is received, Paul will distribute to all committee members

and propose an interview date/time.

Sandra (Board member) and Libbie (nonBoard member) volunteer to conduct interview, but their presence will depend on when it is scheduled. In accordance with our process, Paul will notify committee members and all Board members of date/time of interview.

Action item: after interview, Nancy Stearns will call Vann (2nd reference).

Policy Research. 1) Bob Kerns and Barbara Kime will do this.

Board self assessment. Hard to determine what to focus on. Should be annual survey. Tabled to next month.

Action item: ALL members will examine this and identify items they feel we should focus on, bring to next month's meeting.

Agenda item for committee next month.

Board member orientation. Evelyn will set dates and track items for new Board members, starting with Jennifer Fritch. Will discuss w Jennifer at next BOD meeting. However, it's unclear what current document says. Notes from January Board meeting are unclear.

Action item: 1) Nancy M. will send current Commitment to Service to Adrienne for web posting asap. 2) New Board Member Orientation: Nancy M. will bring current to next month's meeting.

Agenda item for Board: Request Janet to clearly specify each motion in her BOD meeting notes.

Appreciation for teachers. Classes are significant part of our income. Need system/process to routinely evaluate the classes AND to show appreciation for teachers. Point was made that Center's staff needs to have lingo and knowledge to properly market classes to interested parties. Some classes are university level and need to be described as such. What is plan to correct this?

Agenda items for committee next month:

- 1) Paul goals 2013 and review of Perf Review Form
- 2) Monitor goals in current Strategic Plan

Adjourned 3:15 p.m.

Next Governance meeting: May 2nd.