

6_17_2013 FINAL Governance Committee Minutes

Present voting members: Nancy Stearns, Evelyn Bless, Bob Kerns

Absent voting members: Sandra Harrington, Nancy Manning, Libbie Jae

Also present: John Miley, Paul Berg

Chair: Nancy S., minutes: Evelyn

Called to order 1:06 p.m.

No quorum: therefore minutes cannot be approved or votes taken.

Strategic plan monitoring:

- Customer satisfaction: Paul sent surveys 5/3. No feedback received from members. If you have feedback, send to him asap.
- Org Efficiency: org design and structure, Kathy and team, Dec '12. Kathy has not had time to work on it but is starting again.
Action item: Evelyn to follow up with another reminder to Kathy.

Capital Improvement Plan update:

- Steering committee had preliminary organization meeting. John Miley chair, Nancy Stearns secretary. Members: John Miley, Nancy Stearns, Paul Berg, Rob Curry, Midge Glazer, Bill DeMare, Jennifer Fritch, Van Chandler, Jim Burge.
- Meeting time for committee: 1st Monday of month, 4 p.m. at Center
- Feasibility study needed. John talked with instructor at Nonprofit Center on Westshore; she emphasized need to do research into whether capital campaign is feasible for your organization: do we have resources, seed \$\$, followthrough ability, etc. Most likely will need a consultant to do this; must be good fit. Center is in unique position bec/ is public/private partnership. The comprehensive planning, which includes strategic vision for future, is needed also to attract larger donors.
Action item: John will ask her if available in September to give presentation, about 1 hour, on Capital Improvement Planning to joint Board and all-committees meeting; also will ask cost.

Committee minutes:

- Distribution: Each committee should send proposed minutes to all Board members and other committee members, as way to keep everyone informed of what Center committees are working on. This should be worked out in each committee: whoever sends the minutes out.
- Who should do the distribution? Each committee should be responsible. We will prepare standard list for all committees to use.

- Agendas and committee minutes should be standard in format as much as possible. Agendas should list topics to be covered. Minutes should have 1) List of attendees, including voting members present and absent. 2) Headings for each agenda item in bold. Brief summary of discussion. 3) Action items (bold this) listed at end of each agenda item section.
- Use older Word .doc format so all recipients can open the minutes.

New Board Candidate:

Rexford Henderson, steered our way by Paul Sterzinger. Cannot vote on interviewing him because we had no quorum.

Action item: Paul will scan the application and send to members not present. We will have short meeting in July to vote on whether to interview; if passed, will try to set it up in July.

Policy research:

Bob Kerns, Barbara Kime. They are now putting policies in order. Will be done by end of year.

Board self-assessment:

Board composition has changed. Perhaps we should simply send survey out again. Do we look at questions rather than at spread of answers? We should include a “reverse” question to ensure people are reading it. Next time, we should make certain all Board members return it by giving a firm date, which will be at a Board meeting.

Action item next month: Finalize language.

NEXT MEETING: Tuesday, July 16, 1-2 p.m. Purposes: 1) Determine if we should interview Rex; 2) Finalize self-assessment; 3) approve May and June minutes.

Meeting adjourned 4:35 p.m.