

Alta California Regional Center
Board Development Committee Meeting
Monday, June 13, 2016
Minutes

Present:

Dan Lake, Chair
Jacqueline Armstrong
Janet Brandon
Nasim Hedayati
Romilda Jones
Brendan Peacock
Rita Walker

Absent: (* excused)

Amy Lampe*
Rosa Meza-Villaseñor*
Kristin Wright*

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

Visitors:

Cheryl Worthley

The Board Development Committee (BDC) met on Monday, June 13, 2016, at 3:58 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) Retreat Critique & Results; 3) Board Surveys; 4) Extending BDC to one hour meeting; 5) Bylaw Review; 6) September Retreat – Results of Survey; and 7) Recruitment Workgroup Report. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of May 9, 2016 as submitted.

1. *Report from Chair*

- Mr. Lake asked committee members if they supported forming workgroups to help assist the committee with what needs to be accomplished. Those in attendance believe it's the only way to get work done. To stay within the scope or structure of this committee, sub-committees/workgroups should consist of only BDC members.
 - If there are topics that you are interested in, please let him know.
 - The Board could possibly discuss what needs to be completed at the September Retreat.

2. *Retreat Critique & Results*

- At the May Training, Board members received a lot of information in a short period of time. Nine out of 12 active BOD members attended. Most of the comments that Mr. Lake received were positive; comments from staff were also good.
- Ms. Armstrong was grateful that the Board could have an open discussion about Board member responsibilities.
- Mr. Lake will distribute the Board's "Report Card" so that everyone can review it.

3. *Board Surveys*

- Mr. Lake shared that Ms. Wright was going to help draft Board surveys, but she is now on a leave of absence. He is seeking direction from this committee – possibly have members complete a survey once per quarter or twice a year.
- The initial purpose of the surveys was to try to make the Board meetings better for everyone. They would remain anonymous and give the Board an idea of what we need to improve on.
- A suggestion was made to possibly have a response card in Board member's blue folders for feedback on any issue. These would also remain anonymous.
- Another suggestion was made to develop a process on how to get an item on a particular agenda, whether it's a Board or committee meeting.
 - This could be drafted at the September Retreat.

4. *Extending BDC to one hour meeting*

- Mr. Lake would like to be respectful of Board member's time. The BDC has a larger charge, and topics generate more discussion.
 - The BDC meetings be extended to an hour. The schedule for the second Monday of the month will be as follows:
 - The BDC will start at 4 p.m.
 - The Finance Committee will start at 5 p.m.
 - The Executive Committee will start at 5:30 p.m.

5. *Bylaw Review*

- Mr. Lake shared that one of the BDC's responsibilities is reviewing the agency's bylaws. Should we review a section per meeting? Do we establish a workgroup?
 - Possibly look at what we are charged with and develop a plan (who does what by when).
 - Fortunately, the bylaws were thoroughly reviewed a few years ago. Some sections may need to be updated, but most should be fine.
 - Suggestion to provide an overview of the bylaws at the September Retreat.
 - Mr. Bonnet offered to bring in legal counsel to assist with this process.
- This committee may want to develop a job description for fellow Board members after reviewing the duties of a Board member.

6. *September Retreat – Results of Survey*

- Mr. Lake shared that it was a split decision as to the proposed location of our upcoming September Retreat. Staying overnight might not be mandatory. He will request more input from everyone at the June Board meeting.

7. **Recruitment Workgroup Report**

- Ms. Walker and Ms. Brandon met again to discuss outreach and recruitment opportunities.
 - Board members and staff attended events in May and June, and have made an ongoing commitment to participate in more events throughout the year.
- They will be reaching out to advocacy groups in our ten-county catchment area.

8. **Closed Session** – At 4:47 p.m. the Board Development Committee adjourned to closed session in order to discuss the Board panel interview.

9. **Announcement of Closed Meeting Discussion** – At 4:56 p.m. the Board Development Committee reconvened in open session following a closed session where the committee discussed the Board panel interview.

The next Board Development Committee's meeting is scheduled for **Monday, July 11, 2016**, at 4 p.m. The meeting adjourned at 4:56 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet