

Alta California Regional Center
Board Development Committee Meeting
Wednesday, July 8, 2015
Minutes

Present:

Dan Lake, Chair
Jacqueline Armstrong
Romilda Jones (via phone)
Brendan Peacock
Kristin Wright (via phone)

Absent: (* excused)

Janet Brandon*
Amy Lampe*
Rosa Meza-Villaseñor*

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Wednesday, July 8, 2015, at 4:07 p.m. in Cricket's Conference Room at Alta California Regional Center to discuss: 1) Introduction Format; 2) Training for Meetings; and 3) Meeting Dates & Times. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of June 3, 2015 as submitted.

1. ***Introduction Format***

Issue: Committee needs to discuss Board member's introductions.

Discussion and Action: Mr. Lake shared that an idea was brought forward to have Board members elaborate on their introductions at the beginning of meetings. Board members could state their name, which county they represent and any other relevant information. This does not have to be a lengthy statement, but it should provide visitors with an idea of who you are and why you are serving on ACRC's Board. It will also provide them with an understanding that you are vested in what the regional center does.

- **Board members should formulate their own introductions and lead by example.**

2. ***Training for Meetings***

Issue: Committee needs to discuss trainings for Board members.

Discussion and Action: It has been suggested that brief trainings could be held prior to each Board meeting; 20 minute presentations with ten minutes of questions and answers. Mr. Bonnet believes that as long as we have relevant topics for the trainings, this should not be a problem.

Mr. Lake shared that the Board may want to have each division provide a brief overview of what they do; start off with a general overview of the agency and

then move to more specific topics. The agency's organization chart could be displayed on the screen prior to each training so that Board members understand where the staff fit into the agency. Mr. Peacock believes that it might be a good idea to start this process at the September Board Retreat.

Ms. Wright would appreciate presentations on the different ages and ranges of services that the regional center provides; possibly start at the beginning of the relationship with the regional center and move forward.

Mr. Bonnet offered to put together a proposal, which would be brought before the Executive Committee and the entire Board this month.

Mr. Lake would also like to request that committee Chairs expand on the agenda topics and send more information to committee members prior to meetings so that meetings can move forward with less confusion.

These trainings would be optional for Board members. Corresponding paperwork will be available to those individuals who are not able to attend.

During his first years at ACRC, Mr. Bonnet shared that the Board's September Retreats were held in South Lake Tahoe. Taking the trainings out of Sacramento allows Board members to get to know each other and also guarantees attendance.

- **Mr. Bonnet will draft a list of possible training topics for consideration.**

3. ***Meeting Dates & Times***

Issue: Committee needs to discuss meeting dates and times.

Discussion and Action: Mr. Peacock and Mr. Lake would like to suggest that the BDC meeting be moved to the second Monday of the month, so that all of the standing committee are held on the same day. This would save Board members travel time and also offer the opportunity to attend all meetings.

Suggested start times are as follows:

- BDC beginning at 4 p.m.
- Finance Committee beginning at 4:30 p.m.
- Executive Committee beginning at 5 p.m.

Mr. Peacock will discuss this possibility at next week's Executive Committee and bring it to the Board for consideration at the July 23rd Board meeting. The thought is to have this begin in September.

Also, Mr. Peacock will propose to the entire Board that the Board meetings start time be moved to 4 p.m., with the trainings beginning at 3:30 p.m. This could start as early as October 2015.

- **The changes to the committee's and Board meeting's schedule will be an action item at the July 23rd Board meeting.**

4. *Announcements*

- Ms. Armstrong is leaving for Disneyland tomorrow!

The September Board Development Committee's meeting date and time will be announced as soon as possible. The meeting adjourned at 4:42 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet