

Alta California Regional Center
Board Development Committee Meeting
Monday, September 12, 2016
Minutes

Present:

Dan Lake, Chair
Jacqueline Armstrong
Janet Brandon
Amy Lampe
Brendan Peacock
Rita Walker

Facilitators:

Amy Fulk
Larry Prosser

Absent: (* excused)

Nasim Hedayati*
Romilda Jones*
Rosa Meza-Villaseñor*
Kristin Wright*

Board Members:

Cindy Benson

Staff:

Phil Bonnet, Executive Director
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Monday, September 12, 2016, at 4:03 p.m. in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Report from Chair; 2) New Business; 3) Old Business; and 4) Workgroup Reports. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Board Development Committee meeting minutes of July 11, 2016 as submitted.

1. Report from Chair

- Mr. Lake apologized for not getting an email out to committee members with more in depth information about today's meeting.
- There has been progress on revamping the Executive Director's evaluation. The job description is completed and the evaluation portion is being drafted. Once it is completed, it will go before this committee and then the Board for approval.
 - Mr. Lake shared the reasoning behind this task. First, the Board wanted to mirror the organization's lead and use the same program for this process. Secondly, it is the Board's duty/responsibility to evaluate its Executive Director.

2. New Business

- Training for BOD meetings (suggestions)
 - Mr. Lake asked committee members if they had any additional topics to add to the growing list of training ideas.
 - He asked if there was anything that needs to be changed regarding the Board Sponsored Trainings that we hold prior to Board meetings.

- Mr. Peacock is pleased with the information that is being shared by staff.
- Mr. Lake will email out the ongoing list to committee members so that they know what topics have been completed and what ideas are pending.

3. **Old Business**

- September Board Retreat Plan
 - Mr. Lake shared the draft agenda with those present.
 - An email will be sent out for possible programs tours prior to the dinner on September 21st.
- Demographics and Attendance
 - There have been no changes.
- Goals for BDC for 2016-17 FY Review
 - Improve Board communication – a card was added to Board member’s blue folders for input
 - A workgroup will be established to discuss this goal further.
 - Volunteers include: Janet Brandon, Dan Lake, Amy Lampe and Rita Walker
 - Transparency
 - Recruitment – a workgroup has already been established
 - Training
 - Evaluation of the Executive Director – in process
 - Bylaws – workgroup has already been established

The intent of this list is to address each one during this fiscal year (FY). Mr. Lake has gathered these goals from speaking with Board members.

4. **Workgroup Reports**

- Recruitment
 - Ms. Walker and Ms. Brandon have researched recruitment ideas on the internet. They created the “Frequently Asked Questions”, which can be translated from the website. They will continue to look to see if there is additional information that can be added.
 - Ms. Brandon, Mr. Peacock and Ms. Walker have attended different community events. ACRC staff have reached out to different community organizations and ethnic groups. Every Board member continues to do personal networking.
 - A great opportunity will present itself at the **LA50** celebration on October 15th.
 - Mr. Bonnet shared that the 6th Annual Sacramento Aloha Festival 2016 is being held on Saturday, October 1st. ACRC staff will be staffing a booth to share information with the community. The Board may want to participate in this outreach effort.
 - Ms. West will forward the information to the workgroup.

- Ms. Walker believes the Board may want to consider sending a letter out to different organizations to help with this effort.
 - Recruitment and outreach is an ongoing need. If anyone sees an opportunity, please contact them.
 - Bylaws
 - Mr. Peacock, Mr. Lake and Ms. Walker have started reviewing the agency's bylaws. They have identified several that need to be looked at and brought before the Board for further discussion.
5. **Closed Session** – At 4:36 p.m. the Board Development Committee adjourned to closed session in order to review a Board application.
6. **Announcement of Closed Meeting Discussion** – At 4:55 p.m. the Board Development Committee reconvened in open session following a closed session where the committee reviewed a Board application.

The next Board Development Committee's meeting is scheduled for **Tuesday, October 11, 2016**, at 4 p.m. The meeting adjourned at 4:55 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet