

Provender Board Meeting Minutes
Thursday, March 17, 2016
4:00-6:00 PM

Board Members Present:

Renee Kempka
Meg Kennedy
Stacy Kraker
Shawn Seebach
Ian Stoy

Board Members Absent:

Evelyn Hall
Rachel Mitrani

Staff Present: Susan Schechter

Minutes compiled by Susan Schechter

Welcome, Agenda Review, Member Comment:

Reviewed agenda.

Everyone states their ice cream style and flavor.

- Thanks to Meg for reminder about recognizing when members attend conference calls.

1. Consent Agenda:

Today's consent agenda included:

- **Meeting Minutes**
 - February minutes
- **Monitoring Reports**
 - G-1 Governance Style
 - EL-4 Financial Condition and Activities

CONSENSUS: The board unanimously approved all items on the consent agenda.

2. Survey Report Conversation

- Reviewed comments on Monitoring Report Survey

M-1 Unity of Control

- Would like a better title for policy
- Name change suggested: "Unified Voice"

CONSENSUS: The board unanimously approved renaming M-1 to Unified Voice.

- **Board Secretary will change name of M-1 to Unified Voice**

M-2 Accountability of the E.D.

- No comments

M-3 Delegation to the E.D.

- No comments

M-4 Monitoring E.D. Performance

- Suggestion to remove Direct Inspection as part of policy

- Clarified what direct inspection is and how it was used in the past.
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- **CONSENSUS: The board unanimously agreed to remove “direct inspection” from M-4.**
- ***It was not determined WHO would do this revision (board secretary?)***

3. ED Report

- Reviewed highlights and particular challenges
 - Excited about SFTA webinar in April, hoping for 20-25 attendees; posted in several places
 - Webinar with Tracy Parks drew about 25 attendees over the two days
 - Concerns about costs associated with upcoming webinar ideas and how to ensure Provender earns some income
 - Have a new chair for Membership Committee
 - Renee wants to send thank you to Committee chairs
 - Non-renewing members is a big concern and not sure how to proceed. Don't want to be a pest to folks who have verbally committed but have not followed up.

4. Board Recruitment Check In

- Reviewed potential candidate list
 - Discussed each name on the potential candidate list
 - Reviewed which current board members terms are up and who is interested in running again: Meg, Stacy, Ian and Renee
 - Nominating Committee will contact incumbents to gauge interest in running again
 - **Meg will reach out to Trisha Hansen about board service**
 - **Stacy will continue to communicate with Matt Landi and if he doesn't have the capacity, she may run again or another OGC employee would be interested**
- **Board will discuss board representation on Nominating Committee in April**

5. Other Business

Scholarship Fund Update

- Income from Silent Auction and additional donations fund the scholarship
- Covers a conference registration and a travel stipend
- Income for scholarship exceeds expenses associated with recipient
 - At some point, may be able to offer more than one award
 - Could be part of strategic conversation and future vision
 - Board previously decided to roll leftover funds into General Fund
 - Board could consider appointing/assigning a recipient; offer a scholarship to someone or business or non-profit; determine qualifications

CONSENSUS: The board unanimously agreed to keep the scholarship funds separate from balance of organizational income and roll over year to year (board restricted funds).

Facilitator update/Strategic Conversation

- Renee and Susan met with Todd on the phone
- What does the board want to get out of the retreat
 - Compose document to present to membership in October recapping board's strategic plan
 - How to prepare—bring open mind
 - Several board members still need to select top five priorities from list of Strategic Conversation homework assignment so Renee can share with Todd prior to retreat
 - Renee has tallied responses received so far: increase revenue/dues, hiring additional staff, growth, diversity, examine infrastructure.
 - **Renee will re-post Top 5 priorities on board google site for all board to review.**
 - Next steps, roadmap for next six months, year, etc.; build confidence about top 5 selections; forecasting
 - How to be more sure we're making the best decisions, look further into the future; have a plan to review instead of always talking about it
- Time to have some action of strategic planning. We've been discussing for over a year and time to move.
- Arrive at retreat house on Friday, April 29 at 4 PM
- **Renee and Susan will create menu, Susan will ask for must-haves/must-not-haves with completed minutes**

6. Executive Session

NEXT MEETING:

Friday, April 29 through Sunday, May 1

Board retreat

HOMEWORK ASSIGNMENTS

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- **Meg will reach out to Trisha Hansen about board service**
- **Stacy will continue to communicate with Matt Landi and if he doesn't have the capacity, she may run again or another OGC employee would be interested**
- **Board will discuss board representation on Nominating Committee in April**
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