**DRC Board Development Committee Meeting**

February 4, 2022

**Summary of Meeting**

**Attendees:** Curt Gavigan, Waeni Mutisya, Mickey Lahmann, Bob Butts

1. **Board Assessment**
   1. Curt shared a proposed process and questions for a Board Member assessment that would be used to assess the board’s knowledge and effectiveness. It is included below.
   2. Mickey shared information regarding prior Board assessments, including how the data was displayed.
   3. After considering Curt’s proposal, it was agreed that we should move forward with it. Curt will take the lead in compiling the results and information.
   4. It is hoped that we can initiate the process at the February 16th Board meeting. At the meeting, Mickey will provide a bit of background on the prior assessments, Curt will share the process and questions, and Bob will conclude the conversation. The plan, subject to the approval of the Executive Committee, is give Board members time to answer the questions during the final portion of the meeting.
2. **Youth Representative**
   1. There is a need to select a new member to the Board to fill Jacob’s position.
   2. Jacob has written an article in the Olympia High School newspaper to recruit candidates. In addition, additional efforts are needed to recruit candidates from other schools.
   3. It was agreed to have the application deadline as May 1, 2022.
3. **Additional Members of the Board** 
   1. There are currently 11 members on the board. The bylaws allow up to 15.
   2. At this point, there are no known board vacancies for the 2022-23 year.
   3. It was discussed whether to recruit for additional Board members and it was concluded that having several (1-2) board members who would take office in the fall would be a good idea.
   4. After reviewing the ethnic/racial characteristics, professional backgrounds, interests, and geographic distribution of current Board members, three high priority areas were identified:
      1. Business experience;
      2. People of color/Hispanic representative; and
      3. A person who lives in Mason County, which is a relatively new area of growth for the DRC.
4. **Adjourn**
   1. The meeting was adjourned at 9:05 am

Respectfully Submitted

R. Butts

**Board Assessment Process and Questions**

Created by Curt Gavigan

Introduction and Data Collection: Use the February board meeting to (1) introduce the process, (2) review the purpose of a board assessment and (3) discuss how we will plan to use the information.

Provide 15 minutes of board meeting time for those who want to do the assessment during the meeting, and allow others to finish the survey on their own if they need more time. Allow two additional weeks to complete the assessment.

Review and Summarize: Review all feedback received and prepare two documents: (1) a one-page summary of results and themes and (2) all data and written responses edited only to ensure anonymity.

These documents would be discussed at a Board Development Committee meeting where we could have an initial conversation and determine the best way to engage the entire board.

Report Back: Present the feedback to the entire board and facilitate a discussion on desired next steps based on the information received.

Action Plan: Based on feedback from the entire board, create an action plan for review by the Board Development Committee and then presentation and discussion at the Board level.

2022 DRC BOARD ASSESSMENT EXERCISE

PART I: For each of the board responsibilities below, please rate your level of satisfaction in the DRC board's performance and add comments in the space provided. “4” represents effective, "3" represents somewhat effective, “2” represents somewhat ineffective, “1” represents ineffective, and “N/R” represents no response.

WE KNOW WHY WE ARE HERE

How effective is our board at ...

1. Viewing the organization as a community-based cause driven by a set of stated human

values or corporate convictions that explains why the organization exists and what it

stands for as an organization that engages and benefits citizens.

2. Holding itself to standards of advancing diversity, inclusion, equity and access

against well-defined and generally circulated definitions, expectations and strategies.

WE ARE GOVERNING A MISSION-DRIVEN COMMUNITY CAUSE

How effective is our board at ...

3. Reviewing the mission statement at least every two years and effectively monitoring that

the board is governing as a “mission-driven” body in its decision-making.

4. Assuring all board members are familiar with the current mission statement and can

effectively communicate the mission statement to others easily.

5. Assuring our mission statement is appropriate for evolving with the community it serves

over the next five years.

PERFORMING THE JOBS OF GOVERNANCE

How effective is our board at ...

6. Supporting the Chief Executive, including providing an annual performance review based

on mutually-agreed measurements and leadership goals, on-going monitoring, and clear

delineations of management and governance roles and expectations.

7. Acting as advocates who “Stand Up For The Mission” on behalf of the people and

values of the organization in visible and public ways; delivering key messages about

how the organization mobilizes efforts to enhance community life and issues a call to action

for community support and engagement.

8. Reviewing and approving essential organizational policies on an annual basis that

assures the organization is a safe, legal, practical and logical work environment with clear

protocols for Program, Finance, Personnel, Management, Resource Development,

Technology and Succession.

9. Assuring adequate organizational planning is taking place for the long-term and short-

term viability of the organization, including strategic planning and annual operations

planning.

10. Participating in developing community resources by approving an annual plan for

raising charitable resources, participating in giving to the organization as an example to

others and personally inviting others to support the work of the organization.

11. Monitoring key indicators of organizational success using a dashboard approach

tracking the key outcomes and measurements of the organization’s activities.

How effective is our board at ...

12. Providing adequate financial oversight making sure that the assets of the organizations

are protected and there has been adequate due diligence in helping to guarantee a resilient

organization to the community.

13. Continuously developing the board and board members to their full potential through

an annual board development plan that includes board education programs and briefings,

recruitment guidelines, an orientation, priorities for board recruitment, and a separate

governance committee.

WE HOLD OURSELVES ACCOUNTABLE

How effective is our board at ...

14. Approving and monitoring a set of board performance standards identifying the

expectations of the board and board members in operating and strategic plans.

15. Assessing board performance on an annual basis carrying out governance

responsibilities and assigned duties.

PART II: Please share your feedback, questions, and suggestions through the questions below. Specific examples or ideas for improvement are welcomed.

1. What is working well with the board? Please provide at least three items, if possible.

2. What should change to help the board improve? Please provide at least three items, if possible.

3. What other comments or questions do you have?