

DRC MEETINGS AND COMMITTEE COMPOSITION

Committee Expectations:

- Determine meeting times mutually agreeable for committee membership and Executive Director
- Committees receive and provide direction from Strategic Plan and the Executive Committee
- Chair Responsibilities: Understands committee's purpose and defines roles and procedures; Develop Agenda; Facilitate Meeting; Record Minutes; Establish Membership
- Committees generate necessary agenda items for board meeting and retreats to further strategic goals.

BOARD MEETINGS: 3RD WEDNESDAY OF EVERY MONTH

DRC COMMITTEE	EXECUTIVE	STRATEGIC PLANNING	BOARD DEVELOPMENT	POLICIES	FINANCE
MEETING TIMES & FREQUENCY	Monthly 2 nd Wednesdays 5:30 – 7:00 pm	Quarterly 1 st Wednesdays 5:00-6:00 pm <ul style="list-style-type: none"> • February • May • August • November 	Monthly 1 st Fridays 8:00-9:00 am	3x/year 4 th Wednesday 5:30 – 7:00 pm <ul style="list-style-type: none"> • January • May • October 	Quarterly 2 nd Thursday 4:00-5:00 pm <ul style="list-style-type: none"> • February • May • August
COMMITTEE MEMBERSHIP	Curt Gavigan (CHAIR) Julie Elkins-Watson Elizabeth Drake Mike Furze	Julie Elkins-Watson (CHAIR) John Skinder Elizabeth Drake	Curt Gavigan (CHAIR) Matt Gerard Waeni Mutisya-Bacon Kevin Partlow Elizabeth Drake	Vacant (CHAIR) Jennifer Pearson Elizabeth Drake	Curt Gavigan (CHAIR) Jennifer Miller Diane Perry Elizabeth Drake Mike Furze
PURPOSE	<ul style="list-style-type: none"> • Developing the capacity of the board to operate effectively. • Annually review all committees' duties and responsibilities • Examines all the financial affairs • Evaluate the performance of the ED • Set agenda for meetings and retreats. • Succession planning 	<ul style="list-style-type: none"> • Proposes strategic direction including the development of a three-to-five-year strategic plan with measurable goals and time targets. • Seeks input from staff, board and volunteers • Monitors the evidence of progress toward and adjust plan as needed 	<ul style="list-style-type: none"> • Conduct annual board assessment and proposes goals • Support success of board members • Board member recruitment, analysis and inventory • Board Orientation • Diversity, Inclusion, Equity and Access Focus • Volunteer Recognition Program 	<ul style="list-style-type: none"> • Review and update all board and employee policies and practices 	<ul style="list-style-type: none"> • Develop and maintain systems and processes for fiduciary accountability • In-depth Review financial and investment accounts • IRS 990 review • Conduct financial audit process on scheduled basis

DRC Board Meetings held the 3rd Wednesday of each month

5:30 – 6:30 **Virtual Meeting via Zoom – 1 hour business focused meeting**

5:00 – 7:00 **In-Person* Meeting at DRC office – 5:00 social followed by 5:30 business.**

**Predicated on health safety standards for in-person meetings and potential hybrid capacity*

JANUARY	FEBRUARY	MARCH
In-Person Meeting January 17, 2024 5:00 – 7:00	Virtual Meeting February 21, 2024 5:30 – 6:30	In-Person Meeting March 20, 2024 5:00 – 7:00
APRIL	MAY	JUNE
Virtual Meeting April 17, 2024 5:30 – 6:30	In-Person Meeting May 15, 2024 5:00 – 7:00	Virtual Meeting June 19, 2024 5:30 – 6:30
JULY	AUGUST	SEPTEMBER
No Meeting Volunteer Picnic	In-Person Meeting August 21, 2024 5:00 – 7:00	Virtual Meeting September 18, 2024 5:30 – 6:30 Annual Meeting – Elect New Officers & Approve new Board Members
OCTOBER	NOVEMBER	DECEMBER
In-Person Meeting October 16, 2024 5:00 – 7:00 New Board and Officers begin	Virtual Meeting Board Retreat Date & Time TBD 5:30 – 6:30	In-Person Meeting December 18, 2024 5:00 – 7:00