

**BOARD AGENDA**

Wednesday, February 21, 2024

5:30 - 6:30 p.m.

**Online:**

Present

- Board members: Deborah Jayne, Curt, Rob, Julie, Waeni, Kevin, Michael, Eileen, Matt
- Staff: Jody, Angela, Jennifer, Joe
- Guest observer: Andra Weddington

Board Meeting Consent Agenda:

- February Agenda
- January Board Meeting Minutes
- January Financial Dashboard
- Finance Committee Minutes
- Policies Committee Minutes

Informational Resources:

- Executive Director’s Report
- Community Engagement Report
- Strategic Planning 2024 Objectives
- Policies for Approval: Conflict of Interest; Accounting; & Statement of Investment (Legacy Fund reviewed without proposed edits)

<b>Time</b>	<b>Topic (lead)</b>	<b>Outcome</b>
5:30	Convene & Welcome (Deborah)	Connection
5:32	<b>Consent Agenda (Deborah)</b> - Motion to accept the consent agenda: Curt - Second: Michael - Unanimous approval	<b>Vote</b>
5:35	Executive Director’s Report (Jody) - See report in board portal	Info & Discussion
5:44	<b>Policies Committee Proposals (Jody, in lieu of Mary Sue)</b> - Kevin moved, Curt Seconded, to accept the Policies Committee proposal - Motion passed unanimously to adopt	<b>Vote</b>
5:46	Stewardship & Peacemaker Award 2024 (Joe) - Trying to continue with quarterly stewardship board education items - 3 nominees put forward for Peacemaker Award; need a new committee member to round out the review committee— Waeni volunteered - Lots of communication about the peacemaker award event- Joe securing wine vendor - Thank you calls coming up- want to include invitation to the event	Info & Discussion
5:51	<b>Succession Update &amp; Posting Plan (Deborah)</b>	<b>Vote</b>

- Good cross-section of people on the succession planning committee
- Andra here as a rep from that committee
- Coalesced comments from listening sessions into themes and used it to fine-tune job qualifications
- Changed some qualifications from “must have” to “preferred” to invite a broader suite of applicants with different experiences to apply
- Hoping to release the job posting soon!
- Want to make sure board has access to Excel sheet to review – has the planning dates and process
- Short version of process:
- Jennifer will be reviewing applications initially for completeness and meeting applications
  - o Review applications and move into green/yellow/red piles for committee review (Deborah Matt Julie Curt)
  - o Succession planning committee further narrows
  - o DRC staff and 2 board members conduct interviews and rank applicants
  - o After reference checks, the board and 2 staff members select which candidates will be invited to the next interview
  - o Board ultimately decides and makes offer (mid-May)
- Soon will be working on some interview questions and response evaluation guides—Julie will share some examples
- Want to make sure this is an inclusive process for the board and the staff; starting with the staff—since this will be the person they report to
- This is a good chance to show our partnership as staff-board can continue to grow through this process to select a new leader- not *we/them* but *us*
- Kevin: Volunteers are also a part of that “us”
- Andra: Terry and I were very impressed about the level of cohesion, including in appreciation of Jody
- Matt: The ad hoc committee is working well and in alignment to move this process forward; staff involvement was core
- Matt: Probably posting job opportunity this week; next we’ll need you to help spread this in your networks—avoid high cost of head hunting firm
- Deborah: Before we vote on the plan, now’s the time to ask questions or discuss.
- Waeni moves to adopt the succession plan per the ad hoc committee’s recommendation; Kevin seconded; unanimous approval
- Per Deborah, Angela is sharing all the working documents from the ad hoc committee including themes from listening session; Jody: are these documents being shared with staff, too? Are they marked confidential? May have some private details

	<ul style="list-style-type: none"> <li>- Julie: What did we say to participants in the listening sessions? Also: if it's on the portal staff and others could probably access it. Consider record management; Jennifer: Said it wouldn't be attributed, and the info isn't attributed</li> <li>- Matt: We can store those somewhere private just for the board</li> <li>- Joe: How about sharing the summary vs. all the granular detail? Rob: The board should have access to all the documents per statute</li> <li>- Andra: I have a link to the board portal; Julie: Anyone can find the board portal—suggest we could put the summary on the portal but keep everything else in private google drive just available to board and ad hoc committee</li> <li>- Angela: I could definitely make a google drive (private)</li> <li>- Deborah: Are we in general agreement on that? Thumbs up from the board</li> <li>- Kevin: What about staff members on the ad hoc committee? Matt: Those 2 staff people don't plan to apply.</li> <li>- Matt: It's really important that the board makes the final decision- we'll have lots of documentation and lots of discussion to make the decision (likely will have copies of info for in person discussions leading up to decision)</li> <li>- Julie: Suggest we put a link to the google drive on the board portal, BUT make the contents only available to those invited by email (so not just "anyone with the link" can get to the folder)</li> <li>- Deborah: Are we in agreement? Jody really helped us and gave a lot of insight that will be helpful- Thanks</li> </ul>	
6:30	<p>Strategic Plan 2024 Objectives Review (Julie)</p> <ul style="list-style-type: none"> <li>- Please check it out on the board portal; and we'll discuss and decide in the next meeting</li> <li>- In the meantime, staff will use that to guide operations as long as we have the thumbs up from you—but we will need to review and vote</li> <li>- Please review the draft on the board portal so we can have a robust discussion and vote in March</li> </ul>	Information
6:32	Closing & Adjourn	

Upcoming Events:

**Book Launch Party by Volunteer Mediators Mike Fraidenburg & Terry Teale**

February 17, 2024 (1-3pm)

**Northwest Dispute Resolution Conference**

March 21<sup>st</sup> & 22<sup>nd</sup> 2024