CARIE Board Development Committee

Meeting Notes, July 15, 2016

Present: Rebekah Horowitz, Mary Fallon, Carolyn Cristofalo

* Proposed Bylaw Changes (to review with Exec Committee, then board. MF drafting changes):
  + Board development recommends reinstating term limits to the CARIE board bylaws as follows: 2 three-year terms, then roll off for one year. Officers can extend for one more year. Board members who have rolled off the board can continue to serve on committee throughout.
  + Board development recommends adding all standing committees to bylaws, along with a provision for additional/ad hoc committees as needed. Standing committees would include Board Development, Dev/Marketing, HR, Finance, & Executive.
  + Board development recommends an annual review of bylaws
* Changes to Board Member Onboarding Materials:
  + Committee will revise the Skills Assessment and give to all potential board members, to be completed and returned prior to first official board meeting to help with committee assignment.
  + Rebekah to revise Board Member Responsibility document into new Board Commitment. This new document will include a brief description of the CARIE board, a list of board responsibilities, committee expectations, term limit information, and a commitment to be signed by the board member. Every new member will sign when they are voted in and again when renewing each successive 3-year term; all existing board members must sign a commitment as well (November renewal meeting seems like a good time to do this).
  + Committee work: every board member is required to ACTIVELY participate in one, strongly prefer that each member engage with 2.
* Ongoing Board Assessment:
  + Committee recommends a board retreat at least once every two years, with agenda to include self-assessment & review of board effectiveness & engagement.
  + Board Report Card will be revised to include meeting attendance, event attendance, committee engagement, personal gift made, & resources leveraged. This report card will be filled out and sent to each board member each year, along with a self-assessment. Board members will be asked to reflect on their previous year and bring any ideas for increased engagement (change in committee assignment, etc.) to the Board Development committee. The committee may reach out to board members who are not fully engaged and work with them to develop plans for deeper, more effective engagement as well. Mary to edit report card, to review with board at next meeting.
  + Redo skills survey w/ current board, also do with new board members
  + Committee recommends that Wharton Board Fellow work to develop first 100 day onboarding plan/checklist and any other new onboarding materials we may want to incorporate
* Changes to Board Meetings & Committee Structure:
  + Committee recommends eliminating Strategic Planning as a committee, and instead having Vice Chair (or other appropriate board member) lead any strategic planning exercises with the entire board as needed.
  + Committee proposes opening each board meeting with the Executive Director’s report to increase focus on the strategic work of CARIE. Once the strategic plan is in place, starting with this at each meeting will allow the board to dig into programmatic work and engage thoughtfully with questions about resources, decisions, annual planning & strategy, etc.
  + Committee recommends that every other meeting have a “board only” section of 30 minutes, where all CARIE staff leave. This could be at the beginning or the end, whatever works best for the staff & board.
  + Committee recommends that we revive the practice of informing board about strategy around grants, what we want to go after and why, what we’re not going after, and requests for networking/connections. Michele can inform board members during finance report, or over email, whichever is more convenient.
* September board meeting – present potential bylaw changes, present potential board agreement changes & report card, ask people to do skills assessment. Idea being that at retreat, we have a working session along with strategic planning exercises with the idea that we use that time to adjust/update before asking people to sign in November.