

Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Monday, July 12, 2021 from 12:00 pm – 1:00 PM

Location/access: Held virtually via Zoom; Meeting ID 972 3774 6338 and passcode 519617.

MINUTES

	Topic	Leader	Purpose & Desired Outcome
1.	Welcome & Roll Call Present: Jose Arias, Julie Kudrna, Larry Lucero, Dr. Olguin Absent: Marissa Amezcua	Julie Kudrna	Open meeting
2.	Review and approve 6/16/21 meeting minutes Minutes: The minutes from the 6/16/21 committee meeting were approved with no edits. Discussion occurred about requirements to post minutes from committees which has not previously been the practice. Mr. Lucero indicated that minutes could be included in the packets for monthly board meetings which retains all board activities in one convenient location rather than creating a nested website structure. The Committee discussed that perhaps part of its work would be to determine how committee minutes are organized and posted. Mr. Lucero indicated this committee must have meetings noticed due to having quorum board members. Ms. Kudrna indicated open meeting law requirements indicate that standing committees need to follow open meeting law, regardless of the number of board members sitting on the committee.	Julie Kudrna	Decision → Approve meeting minutes
3.	Strategic Initiatives a. <u>Board composition assessment:</u> review Board composition survey results	Julie Kudrna	a. Discussion → Identify strengths, gaps, potential next steps
	Minutes: The Committee reviewed the results from the strengths and demographics board composition surveys compiled by Ms. Kudrna. Ms. Kudrna indicated that she took some liberties in organizing the data – creating themes or categories and moving some responses around (e.g., knowledge areas that seemed to fit better in skills). She also indicated that it would be valuable to have the Board members review the matrix to fill in any gaps and ensure accuracy, especially since some fields were less familiar to Ms. Kudrna and she may have miscategorized items. Once updated, each board member should review the completed matrix so that everyone knows of the expertise of their fellow board members. Action Item: Ms. Kudrna will send each board member their draft strengths and demographics matrix. They will review, update, and return prior to the August Governance Committee meeting.		

While there is more discussion needed, in reviewing the matrix, the Committee identified that the board lacks individuals with skills or experience in fundraising, law or legal services, marketing/communications/brand management, information technology, and risk management. The board would also benefit from a current or former juvenile court judge.

Ms. Kudrna indicated that the personal background portion of the board composition surveys were like stories – surprisingly long and rather personal. She would like to confirm that these should be shared in a public meeting setting. Mr. Lucero thinks these may be better shared in a Board retreat format rather than distributing them at this time; the Committee agreed.

b. TeamUp: project objectives and process/role of Board Governance Committee

b. Discussion → Identify potential objectives and process to share with full Board at next meeting

Minutes: Ms. Kudrna and Dr. Olguin provided an update on the status of the TeamUp project, indicating that a consultant (Ms. Jenny Carrillo) was selected by Ms. Amezcua, Ms. Kudrna, and Dr. Olguin at a meeting last week. Additionally, they felt it appropriate that this Governance Committee make a recommendation to the full board at tomorrow’s meeting regarding the objectives of the TeamUp work. The Committee discussed and determined that given the momentum from the composition assessment/surveys, and TYD’s need to grow the board, it would be valuable to utilize TeamUp to develop a recruitment strategy based upon the board composition assessment and, if time, conduct a training needs assessment. It was acknowledged that Ms. Carrillo may wish to conduct additional assessments for Board composition. If the consultant is a good match, TYD could contract after TeamUp to conduct the training and/or a retreat. **Action Item:** *Ms. Kudrna will make this recommendation to the full board at the meeting tomorrow.*

It was also discussed that the role of this Governance Committee would likely be to work closely with Ms. Carrillo on this project as it is a natural fit given the responsibilities of this committee. This work may comprise the monthly Committee meetings for a period of time, and meetings more frequently than monthly may be required.

4.

Unfinished Business

Julie Kudrna

a. Select next and/or regular meeting date/time

a. Decision → Select meeting date/time

Minutes: Given the unknown timeline of launching work with Ms. Carrillo (Dr. Olguin will know more once he hears back from the Center for Healthy Nonprofits), this item will be handled via email.

b. Committee charter

b. Share information

Minutes: Ms. Kudrna indicated lacking time to work on the committee charter. Given the importance and timeliness of the TeamUp work and that TYD committees historically have not had charters nor do the bylaws require them, this item is on hold for now.

5.	Suggestions for future agenda items None	All	Seek information
6.	Adjourn	Julie Kudrna	Close meeting

Next meeting: To be determined via email