

Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Tuesday, September 7, 2021 at 12:00 pm

Held virtually via Zoom.

AGENDA

	Topic	Leader	Purpose & Desired Outcome	Estimated Time
1.	Welcome & Roll Call Meeting commenced Tuesday, September 7, 2021 at 12:03 pm. <u>Present:</u> Marissa Amezcua, Jose Arias, Julie Kudrna, Larry Lucero, Dr. Michael Olguin <u>Absent:</u> n/a <u>Guest:</u> Jenny Carrillo (Alexander Carrillo Consulting)	Julie Kudrna	Open meeting	3 min
2.	Review and approve 8/24/21 meeting minutes Approved with no edits.	Julie Kudrna	Decision → Revise and approve	2 min
3.	Strategic Initiatives: TYD Board Retreat/Training a. Agenda for October 2 nd Board Retreat/Training	Julie Kudrna & Jenny Carrillo	Discussion → Draft agenda	<u>20 min:</u> 10 min
	<p><u>Minutes:</u> Ms. Carrillo posed the following questions to the Committee to inform the development of the agenda: “What do we want to come away with having accomplished? What are the objectives? What is the best use of our time together, especially having Ms. Carrillo’s presence and expertise?” She encouraged us to not spend time on items that the board can read on their own time. Committee members identified the following objectives:</p> <ul style="list-style-type: none"> - Introductory activity that supports the board getting to know each other and incorporates team building - Who is TYD? <ul style="list-style-type: none"> o Organizational history o Understand mission, purpose, operations o Understand budget (revenue and expenditures) - What is the role of the Board? <ul style="list-style-type: none"> o Role, responsibilities of board members o Structures, how we operate - Visioning – near term and long-term <ul style="list-style-type: none"> o Near-term: Board recruitment plan o Long-term: <ul style="list-style-type: none"> ▪ What does organizational success look like? ▪ What are the pressing issues facing TYD? ▪ What are the goals of the Board? <p>Ms. Carrillo indicated a pre-training/retreat packet of reading material will be valuable to</p>			

	ensure the meeting runs efficiently.			
	a. Planning roles, responsibilities, and timeline	Julie Kudrna	Decision → Identify planning steps	10 min
	Minutes: The training/retreat will be facilitated by Ms. Carrillo and attended by all board members and Dr. Olguin; a total of 8 individuals. Masking will be expected.			
	<i>Post-meeting action Items:</i>			
	<ul style="list-style-type: none"> • Agenda: To be developed by Jenny Carrillo and routed to the Committee for review. • Beverages and lunch: Paid for by TYD; Julie Kudrna and Dr. Olguin will coordinate logistics and ensure dietary needs are addressed. • Pre-reading packet: Necessary items to be identified by Ms. Carrillo; materials to be developed by Dr. Olguin, Marissa Amezcua, and Larry Lucero. The packet will be sent to board members on September 24th to prepare for the training/retreat. 			
4.	Strategic Initiatives: TYD Board Member Recruitment			<u>25 min:</u>
	a. Recap and next steps re: Board member job description and application	Julie Kudrna	Share information	3 min
	Minutes: On 8/31/21, the Board approved with edits the Board member job description and application. Julie Kudrna made the final edits, including the addition of the following sentence on the job description to fulfill the Board’s request to clearly indicate that board service is voluntary:			
	<i>Members of Tucson Youth Development’s Board of Directors serve in a voluntary capacity to manage the affairs of Tucson Youth Development (TYD) as related to establishing strategic direction, ensuring necessary resources, and providing oversight. TYD operates as the local educational agency (LEA) for its charter schools; thus, Directors also serve as members of the Charter Schools Governing Board. Directors receive no pay or compensation for their service, including mileage reimbursement.</i>			
	The Committee approved of this sentence.			
	<i>Post-meeting action item:</i> TYD staff to brand the documents and format the board member application into a fillable form.			
	b. TYD FAQs for potential board members	Julie Kudrna & Jenny Carrillo	Discussion → Draft content	7 min
	Minutes: The Committee determined that these materials may be included in the board training/retreat packet. This item tabled until the next Committee meeting in which the packet will be reviewed. It was also discussed that, at the retreat/training, new board members may raise questions that will identify additional information that should be included for prospective board members.			
	c. Board member recruitment process	Jenny Carrillo	Discussion → Draft recruitment process	15 min
	Minutes: Ms. Carrillo presented a draft recruitment process designed to align with an annual recruitment cycle in which board members rotate off at the same time as new			

	<p>members are brought on board to fill those vacancies. SEE EXHIBIT 1. The Committee indicated the process will formalize the steps, engage the Board and ED in the process, and communicate to prospective board members that the organization takes this responsibility seriously. The Board needs to expand soon so putting a process in place is timely. Ms. Carrillo indicated that, given the work we are doing, and the goal to develop a recruitment plan at the board training/retreat, we should anticipate bringing new board members on soon after the first of the year (2022).</p> <p><i>Post-meeting action item:</i> Committee members review and comment on the draft recruitment process before the TBD October meeting.</p>	
5.	<p>Unfinished Business</p> <p>a. Select next and/or regular meeting date/time Julie Kudrna Decision → Select meeting date/time</p> <p>Minutes: No need to meet again in September. The October meeting date will be established via email following the October 2nd board training/retreat.</p>	5 min
6.	<p>Adjourn</p> <p>Meeting adjourned Tuesday, September 7, 2021 at 1:10 pm</p>	2 min

Next meeting: To be determined

EXHIBIT 1

BOARD RECRUITMENT PROCESS

Objectives:

1. Ensure that Prospects for Board Membership adequately understand the role of the Board of Directors and agree to Board expectations and commitment;
2. Ensure that the Board of Directors adequately understands the qualifications of the Prospect before voting them onto the Board;
3. Implement a process that is not unwieldy or “unfriendly” to board prospects, but yet is consistent and pushes us to “reach up” and “reach out” in our board recruitment;
4. Strengthen the performance of the overall board by bringing on individuals with skills and experiences identified as desirable and with full understanding of the expectations.

Process:

- 1) **REFERRAL:** Board member prospects, and all inquiries regarding board membership, are referred to the Governance Committee Chair (GCC). Info should include name, professional affiliation, basic contact info and assessment of prioritized Board Profile. The GCC tracks prospect info on spreadsheet allowing him/her to monitor recruitment progress.
- 2) **INTRO MEETING:** GCC coordinates initial contact with Prospect with Board or Community member making the referral. Either the GCC or referring source can make initial contact to set up Intro Meeting. GCC should send current Board Recruitment Packet to Prospect prior to this meeting, giving them time to review and prepare questions. Primary purpose of this meeting is to communicate role and expectations of the Board and give general information about the nonprofit organization. This meeting should be conducted by at least 2 of the following: the GCC, Board Chair, Executive Director or other Board Member.
- 3) **FOLLOW-UP EMAIL/PHONE:** GCC follows up with Prospect shortly after Initial Meeting and inquires whether the individual is interested in moving forward in the board application process. If so, Prospect completes Board Application and submits to GCC or Executive Director. Prospect is invited to attend a board meeting to observe.
- 4) **PROSPECT INTERVIEW & SITE VISIT:** Once the application is received, the Prospect is scheduled to meet with the Executive Director and at least one other Board Member for an interview. The purpose of this interview is to learn more about the Prospect and gather information about the Prospects qualifications. Interview Team completes the Interview Summary Form, including a recommendation to approve Prospect for board membership or not.
- 5) **PROSPECT PRESENTATION/SELECTION:** The GCC presents the Board Application and Interview Summary Form to the full Board. Board Members have the opportunity to review and ask questions of those people who have met with the Prospect. Board vote to approve the Prospect for Board membership.
- 6) **NEW MEMBER NOTIFICATION:** The GCC contacts the new Board Member and welcomes him/her to the Board and informs of any upcoming meetings or activities. The Executive Director coordinates to add new Board Member to email and board lists. Announcement sent via email to Board and senior management welcoming and introducing new member.
- 7) **PROSPECT DECLINED:** If the Prospect is declined, either the GCC or Board President should contact the individual and notify them that they were not selected, and if appropriate, share the reasons why.