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Board Governance Committee MINUTES

May 24, 2023 @ 9am

Attendance: Juliette Meunier, David Lamb, Michael Hahn, Sean Peasley, Jeff McBride, Dolores Daly, Christine Salas, Rosanna Coveyou (zoom)

Absent: John Rochford

1. Meeting Minutes Approval

- April 21, 2023 (attached)
- Michael Hahn motioned to approve the minutes as presented
- Sean Peasley seconded the motion
- APPROVED no nays or abstentions

2. Board Member Survey

- Crystal and Juliette to connect regarding board member survey results and will follow through on suggestions such as social events, meeting times, etc

3. CEO Succession Planning

- Task Force – Task force was initiated by the Board Governance committee. Members are Juliette Meunier, Jay Scott, John Rochford, Jeff McBride, Andrew Leet (attorney) and John Giovannone (attorney)
- CEO Succession – Attorney will draft a “formal” succession planning document based on the input provided by task force. Document will be ready by fall and task force will regroup to discuss and refine
- Leadership Succession - Task force is also working on a formal process for staff succession; task force is putting together a developmental plan to help identify potential future leaders of the organization
- Board Chair Succession – Susan Peirce is in the process of defining an onboarding/succession plan based on experience and assessment of board members allowing our board and future boards to have an informed decision-making process

4. Board Member Evaluation

- Board Evaluation Form

- Data on each board member is based on the board expectations document and data is from 2020-2022 (3 years)
- Update form to list current positions and past positions
- Objective criteria – Ensure future changes get added to the Board Expectations form and vice versa (Juliette suggested adding social media); criteria will change as the board and organizations objectives change (i.e. Newport Mesa/Mission Viejo)
- The evaluation form is just one piece of the overall board member evaluation process.
- Board Prospects – Strategic plan will identify the specific needs of our board and will identify specific criteria which can be put into a fillable “prospect” form and posted on the board portal (after the strategic plan is put into place)
 - Community Action Board (FKA: Branch Boards) – A task team has been working on a plan/process for bringing these board back to the Y; boards will be regional and members will be branch staff, childcare staff, adventure guides, community volunteers, etc., which will allow us to have a larger impact on the community and will be a natural feeder source for protentional board prospects

5. Schedule Changes

- June Governance Meeting cancelled
- July meeting will be rescheduled as it currently falls on 7/3
- September meeting will be rescheduled as it currently falls on Labor Day

Adjourn 10:15am