Monthly Committee Report

Committee	Strategic Planning - Operations
Committee Chair	Leslie Stroud-Romero
Posting for Board Meeting Date:	Octobe r 28,2023
Meeting Date	09/29/2023
Present Members	Arnie, Karen, Becky, Leslie
Absent Members	N/A
Meeting Notes	Discussed need for board to be engaged and provide guidance for bigger strategic and programmatic issues and how to delegate procedural issues to committees or staff. Participation tracking: the participation survey that was discussed at the last board meeting falls within the NFPA

	bylaws and policies, and so per nonprofit best practices, there is no need for further discussion. Our policies state that all members should participate in 75% of meetings and 50% of in-person meetings, and serve on two committees. This tracking can be done using board meeting minutes and committee reports, which is more formal than self-reporting. To track the information required for the 990 (which asks the average number of hours a week dedicated to organization activities) we will use the following participation survey. An email reminder will be set up to go to all board members automatically once a month with a link to the survey monkey. If you do not fill it out that month, you could report on that period during another submission as long as participation is submitted by the end of the year. The survey is now live and available on the portal or through this link: https://www.surveymonkey.com/r/F2VPXPQ. Each board member is requested to go in and report participation from May 2023 to September 2023. If you have questions or run into issues with the form, please contact Leslie. A sample is provided as an attachment. Committee Policies and Bylaw updates: Draft committee structure, definitions, and roles/responsibilities were provided for comment at the August and September board meetings. We have made updates and edits per all of the feedback provided from board members. The next step is to add the new standing committee structure to the bylaws during the next revision and the committee definitions to policies during the next revision; team will coordinate with others to keep moving this forward.
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