

September 29, 2022 (In-person meeting)

4:00 p.m. – 5:00 p.m.

Governance Committee Meeting Notes

Attending

Chair: Megan Schultz

Members Present: Dohn Guyer, Beth Nash, Natisha Knight, Scott Zaremba

Members Absent: Corbin Ensign, Mike Goldman, Megan O’Neill

Staff: Laura Bennett

Discussion

- Board Matrix for Diversity/Skills Tracking
 - Megan referenced the spreadsheet she created to track data related to existing and prospective board members including demographics such as race/ethnicity, gender, geography, etc. and skills/competencies.
 - It was agreed that the matrix would go out to board members via survey so they can self-assess everything except the Qualities section – the committee will assess those areas internally.
 - The matrix questions will be a standard part of onboarding new members in the future.
 - Everyone agreed the matrix was a great tool, especially when the data was transformed into graphics, for easy understanding.
 - The data will highlight gaps and drive strategy for how we want to address those gaps.
 - DEI training for the board will take place at the December 15 board meeting, led by Megan O’Neill’s colleague.
- Mentorship
 - Megan made assignments; most were completed. She will resend to those who did not complete.
 - Natisha noted that new board members should be informed that mentors have been assigned and to expect outreach; the person she was assigned was unaware of the issue and it would be good to give people context. This will change moving forward.
- Policies/Procedures
 - The executive committee will address the policy on executive compensation/performance reviews next week; then it will go to the full board for a vote October 13. We are on target for it being in place for the new year.
- Strategic Guiding Questions
 - This committee was assigned (by the executive committee) strategic questions pertaining to data. These questions can be found on the [board portal](#).
 - The committee discussed how to balance the need of governance work with the strategic nature of the questions, and how data specifically related to this group. Ultimately, it was decided that since no other committee focuses on program management, that would be the focus as it relates to data.

- It was agreed that the committee would not get in the weeds or hinder staff from progressing, but members can inform high level strategy and provide feedback on data collection, analysis, and reporting.
- Laura provided background on the current state of data collection and the transition to Salesforce for program management; a consultant is helping with this transition away from Google Sheets.
- Foundational work includes migrating the data, cleaning up the data, standards for collection and quality control, determining funder requirements for reporting, determining internal reporting needs, creating canned reports, training staff, and more.
- Outcomes were discussed at length; the committee would like to know what outcomes funders are looking for. Laura indicated that there are dozens of funders and they all have different requirements, so work is being done to streamline reporting while still meeting funder requests.
- Eventually, the committee will tackle developing talking points on outcomes to help the full board communicate about this issue in various settings. E.g. “top 5 outcomes we accomplished this year.”
- The committee asked Laura to provide information about where we are data-wise and where we are going. They would like to know baseline data we collect; how we use that data (budgeting, program evaluation, stories, compliance, etc.); and challenges we face that they can advise on.
- Laura will work on all of the information the committee requested and try to have it by the next meeting, but it might have to wait until the new year due to other priorities.

Old Business

- Committee descriptions and a policy on short-term disability remain on the committee’s agenda (assigned to Megan and Laura, respectively). They are important, but not priority at this time and will be addressed in the coming months.