

DWELLING PLACE OF GRAND RAPIDS

GOVERNANCE SUB-COMMITTEE

April 16, 2019

*Approved May 21, 2019*

**MEMBERS PRESENT** Annamarie Buller, David Byers (via phone), Juan Daniel Castro, Holly Jacoby (via phone), Rick Stevens, Larry Titley

**MEMBERS ABSENT** LaTarro Traylor

**STAFF & GUESTS PRESENT** Julie Burmania and Brianna Marshall of HR Collaborative  
Zoe Post, Dennis Sturtevant

The meeting was convened at 8:36 AM by Juan Daniel Castro.

**APPROVAL OF MINUTES** The Sub-committee clarified that Board assessments referenced in the minutes will be collective, and if individual assessments are necessary, the Sub-committee will make a recommendation accordingly. **Minutes of the Governance Sub-committee meeting of March 11, 2019 were approved by motion of Annamarie Buller, supported by Rick Stevens and carried unanimously.**

**REVIEW OF GOVERNANCE DOCUMENTS** The Sub-committee reviewed Governance documents, making the following edits:

**Board Orientation Plan**

The NeighborWorks document, "12 Principles of Governance..." was added.

**Governance Policies**

Removed references to community building and engagement in the mission statement until it can be addressed during strategic planning, and added a description of the mission, vision, and values appendix to the table of contents.

**Board of Directors Job Description**

No additional edits.

**The Sub-committee reached consensus to recommend the Governance Policies listed above to the Board of Directors for approval.**

**Board Application**

The code of conduct and conflict of interest statement was tabled until the next meeting.

**List of potential Board candidates**

Rick Meyering, Randall Meyering, Israel Ledesma, Mel Trombley, and Katherine Williams were added to the list. Mr. Sturtevant reminded the Sub-committee that the list of candidates is only preliminary at this point; sorting through the full list, taking into account Board recruitment needs, will occur at a future date.

**BOARD RECRUITMENT WORKPLAN REVIEW**

Ms. Brianna Marshall of HR Collaborative, who will be working alongside Ms. Burmania, introduced herself to the Sub-committee. Ms. Burmania reviewed her 2019 Board Recruitment and Retention Plan; the Sub-committee made the following suggestions:

**Section 1**

- Include neighborhood revitalization in brand statement.
- Change job description to reflect latest version taken from Governance Policies and add as an appendix.
- Add the updated, blank Deloitte matrix as a tool for skill gap analysis.
- Clarify that the role of Sub-committee is to make recommendations to the full Board of Directors (not to the Executive Committee).
- Include current financials, annual report, board job description, and minutes from recent meetings in recruitment packet.
- Adjust specific markets grid to align with Board recruitment priorities list.

**Section 2**

- Address Community Outreach Strategy at a future meeting to develop a database of Board networks and relationships.

**Section 3**

- Allow for additional vetting prior to Board review in interview document.

**Section 4:** tabled for next meeting.

**OTHER ISSUES**

Mr. Sturtevant introduced concerns regarding Board participation in ancillary committees and affiliate entities. How to best organize these committees will be addressed at a future meeting.

**ADJOURNMENT**

The Governance Sub-committee meeting was adjourned at 10:11 AM by Juan Daniel Castro.