

DWELLING PLACE OF GRAND RAPIDS

GOVERNANCE SUB-COMMITTEE

July 16, 2019

*Approved September 17, 2019*

**MEMBERS PRESENT** Annamarie Buller, David Byers, Juan Daniel Castro, Rick Stevens, Tommie Wallace

**MEMBERS ABSENT** Holly Jacoby, Larry Titley

**STAFF PRESENT** Zoe Post, Dennis Sturtevant

The meeting was convened at 9:02 AM by Juan Daniel Castro.

**APPROVAL OF MINUTES** **Minutes of the Governance Sub-committee meeting of June 18, 2019 were approved by motion of David Byers, supported by Annamarie Buller and carried unanimously.**

**STATUS REPORT ON BOARD RECRUITMENT AND ONBOARDING PLAN** The Sub-committee discussed how to best organize the matrix of community partners, opting to create an appendix for the plan that can be updated annually to reflect any changes in relationships or points of contact. Possible additions included fraternities and sororities, the local chapter of the NAACP, The Employer's Association, the Society for Human Resource Management, and the AIGA. A draft of the plan will be sent to the Board for discussion at the August meeting, at which point members may offer suggestions about the plan and additional contacts to further populate the matrix.

Also discussed was the timetable for orientation of new Board members. Essential aspects to organize were: general orientation with the CEO, property tours, the Board meeting, and breakfast/lunch with mentors and other Board members. Mr. Sturtevant will organize properties into categories, from which new Board members can select three to tour during September/October. All new board members, their mentors, and the CEO will meet in August for orientation. Ms. Post will schedule the breakfast/lunch and invite Board members at the August meeting.

**UNFINISHED TASKS** **New Board Member Equity Checklist**  
The Sub-committee added "text" to the list of means of communication and a question about the best time of day to communicate with the new Board member. The second question was altered to address any barriers to full Board participation and provide a space to describe requested accommodations. Other minor wording changes were suggested. New Board members will complete this form at the conclusion of their orientation and discuss it with their mentor.

**OTHER BUSINESS** Rather than use the \$10,000 EIG grant from NeighborWorks on accommodations for a few Board members, the Sub-committee discussed using it for a training for Board and staff members from Steve Robbins. Ideally, Mr. Robbins would review the DEI Plan draft and offer feedback, then assist in kicking off and implementing the plan. Mr. Sturtevant and Mr. Castro will follow up with Mr. Robbins and discuss further details with the Sub-committee.

**Committee Descriptions**

Ms. Post distributed all committee descriptions, updated with minor changes made in an effort toward consistency across Board committees. The Sub-committee will review these changes more in depth at the next meeting and make a recommendation to the full Board for the October meeting.

**ADJOURNMENT**

The Governance Sub-committee meeting was adjourned at 10:35 AM by Juan Daniel Castro.