

DWELLING PLACE OF GRAND RAPIDS
GOVERNANCE SUB-COMMITTEE
September 17, 2019
Approved November 19, 2019

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

MEMBERS ABSENT Holly Jacoby, Larry Titley, Tommie Wallace

STAFF PRESENT Zoe Post, Dennis Sturtevant

The meeting was convened at 9:05 AM by Juan Daniel Castro.

APPROVAL OF MINUTES **Minutes of the Governance Sub-committee meeting of July 16, 2019 were approved by motion of Annamarie Buller, supported by Rick Stevens and carried unanimously.**

ANNUAL PLANNING SCHEDULE Mr. Sturtevant distributed a draft of an annual planning schedule and possible meeting locations with available dates. The Executive and/or Governance Committee will use this schedule when planning Board meetings and consent agendas. The Sub-committee added ratification of actions of all affiliate entities to the list of June items. The CEO annual review will be a survey for the full Board, the results of which will be discussed by the Executive Committee.

EIG ACTION PLAN REVIEW The Sub-committee discussed its role for the organization and whether or not it should continue as a standing committee or cease meeting. Mr. Castro described the Executive Committee as acting on behalf of the Board between meetings; the Governance Sub-committee acts as the HR department for the Board, concentrating on Board recruitment, training, and nurturing. The Sub-committee agreed, but stipulated that members of the Governance Committee should be familiar with Dwelling Place, and will consider current and former Board members or other individuals with substantial experience or expertise, as determined by the Committee. **Motion to make the Governance Committee a standing committee was made by Annamarie Buller, supported by David Byers and carried unanimously.**

The responsibilities outlined in the Excellence in Governance Work Plan originally assigned to the EIG Committee will be reviewed by the Governance Committee at its next meeting and added to future agendas as necessary.

BOARD COMMITTEES NOMINATION AND RECRUITMENT Ms. Buller drafted a committee recruitment process that would allow Committee Chairs to facilitate recruitment themselves or contact the Board Chair or Governance Committee for assistance in the recruitment process. The Governance Committee would vet candidates before extending an invitation to serve on the committee. The topic was tabled to give Committee members time to review the document more thoroughly.

Term limits for committee/Board members

Though the Committee recognized the value in periodically recruiting new members, particularly at the committee level, it decided not to recommend term limits to the full Board at this time.

Review of Board Member equity checklist

Minor edits—page numbers, numbering of questions, changing “best” for “preferred”—were made to the checklist and **the Committee approved the Equity Checklist by consensus.** The Checklist will be added to the Board agenda as a separate item.

BOARD MEMBER PARTICIPATION THRESHOLD ASSESSMENT TOOLS

To facilitate discussion and create an established threshold of participation, **the Committee decided to distribute the Board attendance sheet and the sample Board performance matrix from BoardSource at the February Board meeting.** A financial ask may also be added to the December or February agenda.

REVIEW OF COMMITTEE DESCRIPTIONS

After reviewing the committee descriptions, **the Committee recommended by consensus that the documents be added to the consent agenda for Board approval.**

OTHER BUSINESS

Status of orientation for new Board members

Ms. Post will organize a tour of a variety of Dwelling Place properties based on the interests of the new Board members and availability of property staff. Other Board members may sign up for the tour at the October Board meeting.

Update on Steve Robbins for inclusion initiatives

Once the DEI plan is finalized, Mr. Robbins will be hired to critique and introduce the plan as part of a larger Dwelling Place 40th anniversary event with other community members. **Mr. Castro and Mr. Sturtevant will check in with Mr. Robbins to hear his thoughts.**

ADJOURNMENT

The Governance Sub-committee meeting was adjourned at 10:38 AM by Juan Daniel Castro.