

DWELLING PLACE OF GRAND RAPIDS
CEO SUCCESSION PLANNING COMMITTEE

April 7, 2020

Committee Approved June 4, 2020

- MEMBERS PRESENT** Annamarie Buller, Sadie Erickson, Rich Kogelschatz, Gil Segovia, Rick Stevens, Renee Williams, Troy Zapolski
- STAFF PRESENT** Zoe Post, Dennis Sturtevant
- The meeting was convened via video conference at 9:04 AM by Ms. Buller.
- MEETING DATES AND TIMES** The Committee found that the proposed dates and times for future committee meetings—9:00AM on the fourth Monday of the month with some exceptions—will work for all committee members.
- MEMBER ROLES & RESPONSIBILITIES** The Committee reviewed the proposed roles and responsibilities of committee members and chair and did not have any additional items to add. Mr. Segovia had expressed interest in chairing the committee, but due to increased work responsibilities withdrew his name from consideration. Mr. Kogelschatz was also willing to chair, bringing with him experience in executive transition, having served on the search committee for Home Repair Services. **Committee members expressed their appreciation of and confidence in Mr. Kogelschatz and reached consensus to elect Mr. Kogelschatz as the committee chair.**
- Members of the committee introduced themselves and shared about their professional background, representing several sectors and bringing a range of board experience to the committee.
- DOCUMENTATION OF MEETINGS** The committee agreed to have Ms. Post attend meetings to maintain uniform and accessible records. Mr. Sturtevant will function as an advisor to the committee, offering feedback when requested to give insight into the CEO position but not required to attend each meeting.
- The committee discussed hiring a consultant to aid in the search process. AE Betancourt and William-Charles were given as possible firms; Ms. Buller will also contact Michael Butchko for recommendations and Ms. Williams will reach out to similar organizations who have recently completed the executive search process.
- ATTENDANCE POLICY** With the exception of some sensitive documents like resumes or personal information, the committee decided to have official documents added to the board portal. Meetings will remain closed, but the committee will give regular updates on its progress to the full board.
- OTHER BUSINESS** Mr. Kogelschatz will review the timeline set out for the committee and contact members with an agenda for the next meeting.
- ADJOURNMENT** The Succession Planning Committee was adjourned at 10:09 AM by Annamarie Buller.