Board Portal Information

08.05.2020
What The Current Board Says:

- “It’s nifty but feels like another thing to remember.”
- “New to the Board so still do not actually have access.”
- “I think it is great.”
- “It’s bookmarked, I use it all the time.”
- “Just never think about, since I am not working.”
- “I am a new member and just signed in for the first time.”
What The Current Board Says:

• “The “+” signs next to category headers don’t seem to be working for me. When I click on some documents I am successful in pulling them up. Other I get a “page not found” error.”

• “Someone suggested that we have a section labeled Financials to house our budgets, quarterly and annual audited statements, 990s, etc. Something to consider.”
What The Current Board Says:

- “Document review”
- “Retrieving documents before meetings.”
- “Save me from searching old emails.”
- “Key organizational documents. Other reasons are board/committee minutes and presentations, contact info.”
- “Find past minutes to review. (really historical stuff, marketing stuff, financials)”
- “All materials for board meetings are here, looking at policies or the board roster, great resource!”

What is the main reason you use/would use the board portal?

- “I tend to forget the log in information, because of my frequency”
- “Keep up to date on other committees and review organizational documents and board orientation documents. Get to know staff more and connect their names and faces and areas of responsibility.”
Accessing the Portal

• Go to dwellingplacegr.org/board on your web browser.
• You can also go to the main website and find “Our Board” under the “About” tab.
Accessing the Portal

- Scroll to the bottom and find where it says, “Click here to log in to the board portal” and click the link.
Accessing the Portal

- Enter the password **DPBoard2020!** and click enter.
Accessing the Portal

• Once you’ve logged in, you should be able to view all areas of the board portal.
Navigating the Portal: WHAT THE CURRENT BOARD SAYS

- "This is a hard one, **not sure I find everything I need**"
- "The BP has all the info I need, as far as I know. I’ve been able to find **everything I’ve looked for**."
- "**It’s right where it needs to be for me.**"
- "It would help to have **all the material that is emailed and distributed for each board and committee meeting on the board portal. How about adding a section for news articles?**"
Navigating the Portal: BASIC STRUCTURE

- Once you’ve logged in, you should be able to view all areas of the board portal. Sections are arranged roughly by importance and frequency of use.

<table>
<thead>
<tr>
<th>Section</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwelling Place COVID-19 Information</td>
<td>Essential Board Documents</td>
</tr>
<tr>
<td>Upcoming/Most Recent Board Meeting</td>
<td>Community Land Trust (CLT) Documents</td>
</tr>
<tr>
<td>CEO Succession Planning Documents</td>
<td>Financial Documents</td>
</tr>
<tr>
<td>Board &amp; Committee Minutes</td>
<td>Past Board Packets &amp; Supplemental Materials</td>
</tr>
<tr>
<td>Additional Board Documents</td>
<td></td>
</tr>
</tbody>
</table>
Navigating the Portal: \textbf{SECTIONS}

- Many of the sections are self-explanatory, but a few sections have a variety of documents:

**Essential Board Documents:** Items you’d use frequently for a quick reference

- Board member info list
- Committees List
- Annual Planning Calendar
- 2020 CEO Goals
- Committee Meetings Schedule
- Acronym List
Navigating the Portal: SECTIONS

Essential Board Documents (Examples)

Items you’d use frequently for a quick reference
Navigating the Portal: SECTIONS

Financial Documents:
- Current and past financial documents for Dwelling Place and affiliated entities
  - Annual Audit
  - Financial Statements
  - Financial Dashboard
  - DP Foundation Financials
  - Related Entities 990
  - 990
Navigating the Portal: SECTIONS

Financial Documents (Examples)

Current and past financial documents for Dwelling Place and affiliated entities

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<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Type of Return and Return Information</td>
</tr>
<tr>
<td>II</td>
<td>Declaration and Signature Authorization of Officer</td>
</tr>
</tbody>
</table>

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Dwelling Place of Grand Rapids, NPHC and Related Entities-Financial Dashboard September 30, 2019

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Key Financial Ratios

- Liquidity and Cash Flow Ratios
  - Current Ratio: 7.64
  - Quick Ratio: 5.71
  - Accounts Receivable: 1.14
  - Inventory: 0.08
  - Total Assets: 47.5
  - Current Liabilities: 4.48
  - Long-Term Debt: 5.62
  - Total Liabilities: 11.23
  - Net Income: 9.62

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Note: Full financial statements are available on the Dwelling Place Portal.
Navigating the Portal: SECTIONS

Additional Board Documents:
- Strategic Plan
- CEO / Board Job Descriptions
- Articles of Incorporation
- Organizational Chart
- Committee Descriptions
- Properties Guide

Any organizational documents included in the board orientation packet
Navigating the Portal: **SECTIONS**

**Additional Board Documents (Examples)**

Any organizational documents included in the board orientation packet.
What The Current Board Says:

- "Great job Zoe! Thanks for keeping us organized!!!"
- "None at this time"
- "It's very helpful and fairly easy to use though it could be a little more user friendly"

If you could add or remove anything from the board portal, what would it be?

- "Maybe some Excellence in Governance Resources so the rest of the board can figure out what it is when we say it? This may already be on here but common acronyms and abbreviations."
- "Cannot think of anything"
- "Add board and committee packets. Set up a section for financials. Add a news articles section for news updates that are otherwise sent via email."

Other Comments
What's Next?

• The Governance Committee recently created a policy for which documents are uploaded to the portal.

• “Board portal additions” will be an added agenda item for committees to determine what, if anything, should be added to the board portal.

• Zoe will be creating a “Recently Board-Approved Documents” section for quick access to recent items discussed at a board meeting.

More Questions? Suggestions?

• Contact Zoe (zpost@dwellingplacegr.org) for any navigation questions.

• Contact Governance Committee with any content suggestions.