

DWELLING PLACE OF GRAND RAPIDS  
JOINT EXECUTIVE & GOVERNANCE COMMITTEES  
March 9, 2021  
*Committee Approved April 13, 2021*

**MEMBERS PRESENT** Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Francine Gaston, Rick Stevens, Lee Nelson Weber

**MEMBERS ABSENT** Renee Williams

**STAFF PRESENT** Zoe Post, Dennis Sturtevant

The meeting was convened via video conference at 8:02 AM.

**APPROVAL OF MINUTES** **Minutes of the joint Executive/Governance Committee meeting of January 12, 2021 were approved by motion of Annamarie Buller, seconded by Francine Gaston and carried unanimously.**

**FOLLOWUP ON COMMITTEE DESCRIPTION UPDATES** To ensure that all board committees get the information they need without overburdening staff, the chairs and staff of the Real Estate Development & Asset Management and Finance committees recently met to clarify the purview of each group. The joint Governance/Executive Committee also distinguished their roles. Proposed changes include:

- Governance Committee will maintain the responsibility for recruiting and vetting board candidates for the board and standing board committees subject to formal board approval.
- RED-Asset Management Committee will maintain primary responsibility for monitoring real estate development and ongoing asset management performance within the organization while the Finance Committee will maintain primary responsibility for monitoring investments, insurance and financial performance overall related to the parent corporation, organizational programs and affiliate entities.
- An annual joint Finance/RED-Asset Management Committee meeting shall be held annually in April to review year end annual property performance against established asset management metrics.

The joint meeting will be added to the board annual planning calendar; these changes and the edited committee descriptions will be included in the April board packet. **Motion to recommend these changes was made by Sadie Erickson, seconded by Annamarie Buller, and carried unanimously.**

**RECOMMENDATION FOR INCORPORATION DEI INTO VISION STATEMENT** After reviewing the mission, vision, and values statement per the annual board calendar, the committee considered several edits proposed by Mr. Sturtevant to reflect the organization's recent work toward diversity, equity, and inclusion. Having discussed some surface edits, **the revised mission, vision, and values statement was recommended to the**

**board for approval by motion of Rick Stevens, supported by Lee Nelson Weber, and carried unanimously.**

**UPDATE FROM MENTORS OF NEW BOARD MEMBERS**

Ms. Gaston, Ms. Erickson, and Ms. Weber have all met with their respective mentees. The committee discussed the value of adding committee members already familiar with some aspects of Dwelling Place to the board. Ms. Post will provide a list of committee members who are not already part of the board at the next meeting.

**KOGELSCHATZ RECOMMENDATION FOR CONSULTANT-LED CARVER MODEL WORKSHOP**

As the organization faces executive transition in the coming months, it is an appropriate time to review the governance policies. The current policies were based on the Carver model and altered over time. As Rich Kogelschatz has recent experience with this model, he will join the next committee meeting to discuss a possible workshop with the full board to update and familiarize itself with its governance policies.

**APRIL BOARD MEETING AGENDA**

- Mission Moment
- Consent agenda
- Approval of committee descriptions
- Resident survey - major findings
- Vision statement revisions

Mr. Sturtevant anticipates 2 special board meetings, one in May, to discuss results of the employee survey, and a second meeting in June.

**OTHER BUSINESS**

Affiliate entities Sawkaw Inc and Dwelling Place Regional CLT are in need of additional board members.

**ADJOURNMENT**

The Executive Committee adjourned at 9:44 AM.