



NOVEMBER 2, 2017
ADVANCEMENT PROGRAM STEERING COMMITTEE
ROSA PARKS
2:00 P.M.

MINUTES

1. **CALL TO ORDER**

Chair, Jean Carter Ryan, called the meeting to order at 2:08 p.m.

COMMITTEE MEMBERS PRESENT

Jean Carter Ryan, Chair
Trudy Bartley
Donald Leach

COMMITTEE MEMBERS ABSENT

None

2. **APPROVAL OF THE NOVEMBER 2, 2017 SPECIAL ADVANCEMENT STEERING COMMITTEE MEETING AGENDA**

Bartley motioned to approve the November 2, 2017 Special Advancement Steering Committee meeting agenda. Leach seconded the motion. Motion passed.

3. **APPROVAL OF THE SEPTEMBER 13, 2017 SPECIAL ADVANCEMENT STEERING COMMITTEE MEETING MINUTES**

Leach motioned to approve the September 13, 2017 Special Advancement Steering Committee meeting minutes. Bartley seconded the motion. Motion passed.

4. **REVIEW THE NEW STANDING COMMITTEE IMPLEMENTATION PLAN**

Board consultant, Doug Eadie, began by saying the Interim President/CEO, Emille Williams, and Leadership Team will meet with him for a full day on November 17 to review the Standing Committee Support Structure and process and to discuss the new Standing Committee Implementation Plan and Orientation Program. The Chief Staff Liaisons for the new standing committees will be designated by Williams and the role of the Liaisons will be discussed and how the flow of information to standing committees will be re-routed through the new standing committees at the November 17 meeting. Draft agendas will be developed for the first standing committee meetings that will take effect in January 2018.

The Advancement Program Steering Committee is scheduled to meet on December 6 to review and approve the January 2018 agendas. The Committee will establish the dates/times of the first round of new standing committee meetings in January 2018.

During the remainder of December, the President/CEO and Chief Staff Liaisons will oversee/coordinate preparation of informational and action items for the January 2018 committee meetings and review these items with other members of the Leadership Team. This information will then will be reviewed with the standing committee chairs and ensure that the chairs are well prepared to lead the first committee meetings in January 2018.

5. REVIEW THE PROPOSED NEW STANDING COMMITTEE ORIENTATION PROGRAM

At the December 6 meeting, the Advancement Program Steering Committee will host a two-hour orientation program for members of the new standing committees. Trustees will be trained on all committees. Doug Eadie was asked to attend the December 6 meeting.

6. DESIGNATE THE CHAIRS AND MEMBERS OF THE NEW COMMITTEES

Chair Jean Carter Ryan announced the Chairs and members of the following committees:

Governance

Jean Carter Ryan, Chair
Emille Williams, Chief Staff Liaison

Strategic and Operational Planning

Trudy Bartley, Chair
Dave Norstrom
Gina Ormond

Performance Monitoring/Audit

Craig Treneff, Chair
Phil Honsey
Letty Schamp

External/Stakeholder Relations Committees

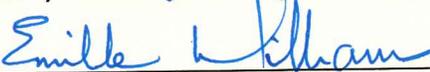
Don Leach, Chair
Amy Schmittauer
Mike Stevens

7. ADJOURNMENT

The meeting adjourned at 3:08 p.m.

Adopted: December 6, 2017

Signed: 
Chair, Advancement Program Steering Committee

Attest: 
President/CEO