

Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Wednesday, February 16, 2022 at 12:00 pm

Held virtually via Zoom.

AGENDA

	Topic	Leader	Purpose & Desired Outcome	Estimated Time
1.	Welcome & Roll Call Meeting commenced at 12:03 pm. <u>Present:</u> Jose Arias, Julie Kudrna, Larry Lucero, Michael Olguin <u>Absent:</u> Marissa Amezcua	Julie Kudrna	Open meeting	3 min
2.	Review and approve 10/28/21 and 11/1/21 meeting minutes <u>Minutes:</u> No edits; approved.	Julie Kudrna	Decision → Revise and approve	2 min
3.	Strategic Initiatives: TYD Board Member Recruitment Status update and next steps on recruitment efforts <u>Minutes:</u> <ul style="list-style-type: none"> • Marketing/Communications <ul style="list-style-type: none"> ○ Jessa Turner (UA Tech Parks communications, Jose’s contact): completed board member application and provided her resume. She can complete the site visit/interview and attend the board meeting in April. Julie will circle back with her at that time. Larry advised we should pass along to her relevant Board materials (e.g., bylaws, meeting minutes for past several months) to keep her engaged as well as ask her for board member recommendations. • Juvenile justice, child welfare, judicial <ul style="list-style-type: none"> ○ Julee Aros-Thornton (FosterEd Education Liaison, Julie’s contact): strong education advocate for youth involved in the juvenile justice system involving both dependent and delinquent youth and specializes in special education; also affiliated with the National Center for Youth Law. She is interested, but wants to a week to consider as well as speak with her program manager. She indicated she will contact Julie next Tuesday. ○ Jessica Graves (adoption attorney, Jose’s contact): attended December board meeting. Jose will reach back out to her. • Nonprofit accounting 	All	Information sharing Decision → Establish next steps	15 min

- Jose sent an email to a few firms but has not received responses. He will circle back and provide the TYD FAQ and Board Member Job description.
- Julie will reach out to her nonprofit financial management instructor for any recommendations.
- Larry will reach out to his contacts (Zach Yentzer, Neil Holstad) for any recommendations
- Education administration, charter school
 - Dr. Olguin reached out to a charter schools contact who is currently unable to participate, but Dr. Olguin will circle back to inquire if they have any recommendations. He also has another lead in the public-school sector. Larry indicated the board would benefit from one board member from public school and one from charter. Dr. Olguin will pursue this contact
- Julie indicated she has contact information for a current JTED counselor: M.Ed, former teacher who has done school improvement and learning supports work at TUSD. This person would provide a perspective on youth workforce development. Dr. Olguin indicated someone in this area would be valuable for both schools and WFD. Larry also has a JTED contact with organizational leadership in this area. Larry will reach out to them; Julie to hold off for now.
- Other sources to consider depending on how this recruitment plan pans out are: Tucson Young Professionals and Greater Tucson Leadership.
- The Committee decided to pursue all prospective board members under the assumption that many will not be interested/available and thus we won't likely run into multiple people for the same industry "slot"/need. Larry expressed that a large board of 13-15 would not be problematic. Larry indicated he would like to move quickly on recruitment so a "cohort" can join the board together.

4.	<p>Strategic Initiatives: <i>New Board Member Onboarding</i></p> <p>How do we want to orient new board members to service with TYD? What topics to include? What resources to employ?</p> <p>See <u>Handout</u>: BoardSource "Board Member Orientation Checklist"</p> <p><u>Minutes:</u></p> <p>The Committee reviewed the Board Member Orientation Checklist from BoardSource, finding it to be a valuable and thorough resource to utilize. Julie also mentioned orientation should include an overview of funding sources for programs and schools, board committees, board responsibilities, open meeting law, and providing training slides on reading financial statements (from her Nonprofit Financial Management course).</p> <p>Larry indicated we might utilize Jenny Carrillo for an onboarding session with the full board. We could consider doing this on an annual basis for team building and an annual retreat or "reset."</p> <p>Julie indicated we could send new board members to Alexander Carrillo board service training which is offered monthly (\$49 per person). Dr. Olguin indicated the board budget would accommodate this.</p> <p>The Committee decided to revisit this topic in a couple of months when we will have more of a sense for recruitment efforts and timeline.</p>	20 min
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5.	<p>Committee action plan</p> <p>What next project should the Committee take on?</p> <p><u>Minutes:</u></p> <p>Priority projects previously identified by the Committee included: document review (bylaws, policies) and develop board member handbook.</p> <p>Larry indicated the Board or this Committee should consider adding a parliamentarian position who fully understands the open meeting law. While TYD’s contracted general counsel could play this role, it would be expensive. The Committee discussed that this role could be played by a board member or even a TYD staff member. A position like this would be included in the bylaws and would need to be if it was a formal officer position.</p> <p>Dr. Olguin, Marissa, and Larry are currently working on reviewing board member terms of office, elections, and the annual meeting, which are also outlined in the bylaws.</p> <p>The Committee determined it is timely for our next project to be the review and revision of the bylaws, focusing on these two items and others that govern board operations. To begin this project, the current bylaw document needs to be transferred into a Word document. Dr. Olguin will send the PDF version he has to Julie who will work on conversion.</p>	Julie Kudrna	Decision → Establish next steps	10 min
6.	<p>Unfinished Business</p> <p>a. Select next and/or regular meeting date/time</p> <p>Julie will circulate a Doodle poll asking all Committee members about preferences for March 14, 15, 16, and 21.</p>	Julie Kudrna	Decision → Select meeting date/time	5 min
7.	<p>Adjourn</p> <p>Meeting adjourned at 1:14 pm.</p>	Julie Kudrna	Close meeting	2 min

Next meeting: To be determined via poll of Committee members.