

# Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Tuesday September 6, 2022 at 12:00 pm

Held virtually via Zoom.

## AGENDA

	<b>Topic</b>	<b>Leader</b>	<b>Purpose &amp; Desired Outcome</b>	<b>Estimated Time</b>
1.	<b>Welcome &amp; Roll Call</b> Meeting commenced at 12:04 pm <u>Present:</u> Jose Arias, Julie Kudrna, Larry Lucero <u>Absent:</u> Marissa Amezcua, Michael Olguin	Julie Kudrna	Open meeting	3 min
2.	<b>Review and approve 8/10/22 meeting minutes</b> No revisions; approved.	Julie Kudrna	Decision → Revise and approve	2 min
3.	<b>Strategic Initiatives: TYD Board Member Recruitment</b> Status update and next steps on recruitment efforts  <u>Minutes:</u> <ul style="list-style-type: none"> <li>Marketing/Communications – Julie Kudrna and Jose Arias still have a few leads in this area and continue meetings with prospects. The Committee agreed we are looking for someone seasoned, with years of experience. The possibility of a fully remote Board Member was raised; the Committee agreed to consider this if necessary.</li> <li>Juvenile justice, child welfare, judicial – two local attorneys with Pima County Public Defense offices responded to personal emails and the LinkedIn post. Julie will coordinate intro meetings with these individuals over the next several weeks.</li> <li>Workforce development – no update</li> <li>Education administration, charter school – one response to the LinkedIn post included a current charter school employee with former charter school principal and superintendent experience. Julie will coordinate an intro meeting with this individual.</li> <li>Overall, drafting a blurb to be posted on social media and sent to networks via email was fruitful.</li> </ul>	All	Information sharing Decision → Establish next steps	15 min
4.	<b>Strategic Initiatives: Bylaws Review &amp; Revision</b> What revisions to the current bylaws are needed to support TYD’s mission and goals and effectively guide the Board’s actions and decisions?	All	Discussion Decision → Develop recommendations	30 min

	<p>*Current focus areas:</p> <ul style="list-style-type: none"> <li>• Article IV – Board of Directors</li> <li>• Article VI – Officers</li> <li>• Article V – Meetings</li> <li>• Article VIII – Committees</li> </ul> <p>See <u>Handout</u>: Word document: “TYD Bylaws 10 13 2016 BGC rev” (running revisions)</p> <p><b><u>Minutes:</u></b></p> <p>The Committee continued working through Article VI of TYD’s Bylaws, making recommended revisions related to board officers. The Committee reviewed and recommended revisions to the roles and responsibilities of Secretary and Treasurer. In conversation about Treasurer, the Committee identified a need to better understand how the board can support the fiduciary needs of the organization (e.g., board role in budget). The Committee may recommend SEE EXHIBIT A of these minutes (below) for recommended bylaws revisions. Next meeting revisions will continue with Treasurer (Section 7) of Article VI and complete the remainder of Article VI.</p>		
<b>5.</b>	<b>Unfinished Business</b>		5 min
	Select next and/or regular meeting date/time	Julie Kudrna	Decision → Select meeting date/time
	Next Committee meeting will be via Zoom with date/time determined through poll of Committee members.		
<b>6.</b>	<b>Adjourn</b>	Julie Kudrna	Close meeting
	Adjourned at 1:10 pm		

**Next meeting:** TBD

**EXHIBIT A**

ARTICLE IV- BOARD OF DIRECTORS

**Section 6. Secretary**

The Secretary shall have the following duties:

- Assure that the agenda developed by the President is posted in accordance with Open Meeting Law.
- Assure that minutes of each Board meeting are kept in a way that reflects quality of the deliberations and accurately records the decisions made –and posted according to Open Meeting Law.
- Take minutes from Executive Sessions; ensure these are stored securely in the Board cloud file storage platform.
- Serve as “board expert” (consulting with General Counsel and others as appropriate) on policies and procedures that help the board to act legally and consistently, including Bylaws, the Board Manual, Robert’s Rules of Order, and Open Meeting Law.
- Serve as board historian (working with staff and other board members), ensuring records are accurate and stored in the Board cloud file storage platform.
- Perform other duties common to the office or assigned by the President.