

Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Tuesday, August 24, 2021 at 2:00 pm

Held virtually via Zoom.

AGENDA

	Topic	Leader	Purpose & Desired Outcome	Estimated Time
1.	Welcome & Roll Call 2:09 pm <u>Present:</u> Jose Arias, Julie Kudrna, Dr. Michael Olguin <u>Absent:</u> Marissa Amezcua, Larry Lucero <u>Guest:</u> Jenny Carrillo (Alexander Carrillo Consulting)	Julie Kudrna	Open meeting	2 min
2.	Review and approve 8/10/21 meeting minutes Minutes: Approved with no edits.	Julie Kudrna	Decision → Revise and approve	3 min
3.	Strategic Initiatives: TYD Board Member Recruitment and Training			45 min:
	a. Develop TYD Board Member job description to present to full board for review	a. Jenny Carrillo	a. Decision → Final draft Board Member job description	15 min
	<p>Minutes: The Committee reviewed comments and revisions added by Committee members to the shared Google document. In the section on “Personal Financial Support and Fundraising,” the Committee discussed the possibility of TYD Board members making a personal contribution to TYD (within their own personal means, even if this is \$20), especially via AZ Public School tax credit. Using the job description document would be a way to start this conversation with the full board. Ultimately, the Committee decided to retain this section and be prepared to strike it in order to get the job description approved so recruiting new board members is not delayed due to this issue. In the “Good Governance” section the Committee added an item about ethics and following TYD policies/procedures for legal compliance, mandatory reporting, and grievances.</p> <p><i>Action Item:</i> Dr. Olguin to add items to the “Charter School-Specific Oversight” section.</p> <p><i>Accomplished:</i> Draft content, minus Dr. Olguin’s additions to the Chart School-Specific section, completed to present to the full TYD Board at the meeting on 8/31/2021. See EXHIBIT 1.</p>			
	b. Develop Board Member application to present to full board for review	b. Jenny Carrillo	b. Decision → Final draft Board Member application	15 min
	<p>Minutes: The Committee reviewed comments and revisions added by Committee members to the shared Google document and proceeded to make edits to the application to ensure it</p>			

	<p>captures the desired information about prospective board members. In the section about “skills and experience,” the Committee considered skills and experience especially relevant to TYD and added a separate section for education system or sector experience.</p> <p><i>Action Item:</i> Ms. Kudrna to add content for the education system/section experience, format the document, and notify Dr. Olguin when completed and ready for download/addition to Board packets for the Tuesday meeting.</p> <p><i>Accomplished:</i> Draft content completed to present to the full TYD Board at the meeting on 8/31/2021. See EXHIBIT 2.</p>			
	c. Identify content for TYD FAQs to provide to potential board members	c. Jenny Carrillo	c. Discussion → Draft content	15 min
	Minutes: Lacked time for this item; moved to next Committee meeting.			
4.	Unfinished Business	Julie Kudrna		5 min
	a. Select next and/or regular meeting date/time		a. Decision → Select meeting date/time	
	Minutes: Next meeting time to be determined via email communication.			
5.	Suggestions for future agenda items	All	Seek information	3 min
	Minutes: Lacked time for this item; moved to next Committee meeting.			
6.	Adjourn 3:47 pm	Julie Kudrna	Close meeting	2 min

Next meeting: To be determined

Tucson Youth Development and Charter Schools Governing Board

Board Member Job Description

Board Members commit to the following:

1) Consistent Board Meeting Attendance & Participation

- a) Attend a minimum of 10 of 12 monthly meetings of the Board of Directors annually.
- b) Come to meetings prepared, having read background materials distributed prior to the meeting.
- c) Actively participate in Board meetings by engaging in discussion and asking pertinent questions.
- d) Serve actively on at least one standing board committees, currently either Finance or Governance.
- e) From time to time provide leadership to a Board designated task force to address critical issues with input from other stakeholders with expertise and influence.
- f) Follow through on commitments.

2) Attentive Fiduciary Responsibility

- a) Understand and approve the annual budget/s and current financial status of the organization.
- b) Review financial reports thoroughly, and ask questions to clarify.
- c) Ensure that financial policies and procedures are ethical and within generally accepted accounting practice.
- d) Represent key stakeholder perspectives when determining budget and analyzing financial statements.
- e) Ensure there is proper planning to generate financial resources.
- f) Ensure annual external audit process.

3) Charter School Specific Oversight

- a) Understand and adhere to Open Meeting Law requirements per Arizona revised statute.

4) Personal Financial Support & Fundraising *[Pending approval of the board]*

- a) Set a leadership example by making an annual personal contribution within your means and ability.
- b) Encourage others to give, particularly through the Arizona Public School tax credit.
- c) Participate in fundraising activities by introducing people to the organization, participating in events, thanking donors, and watching for opportunities to support fund development.

5) Active Ambassador & Advocate

- a) Become informed about the organization's history, goals, accomplishments, current operations, and concerns so that you can act as a knowledgeable advocate.
- b) Positively communicate the vision and value of the organization to the community, as well as potential program participants, students and their families, policy makers, supporters, donors and the public at large.
- c) Take every appropriate opportunity to increase the public's awareness of the organization's strategic priorities and contribution to the community.
- d) Attend and participate in organization and school activities including special events and fundraising activities.

6) Good Governance & Leadership

- a) Select and regularly assess the performance of the Executive Director. Ensure that the Executive Director has the moral and professional support needed to further the mission and vision of the organization.
- b) Direct the focus of the board on organizational governance (strategic, long-term and policy based); reserve management and day-to-day operations to the Executive Director.
- c) Develop and hold true to the organization's mission, vision and values as strategic decisions are made.
- d) Respect the confidentiality under which discussions take place during board and committee meetings.
- e) Contribute to a functional working group and productive meetings by communicating efficiently, clearly, respectfully, and openly.
- f) Participate in board evaluation geared to evaluate and improve board experience and outcomes.
- g) Act according to high standards of ethics and adhere to the policies and procedures developed by the organization, specifically around legal compliance, **mandatory reporting**, and grievances.

I find all of the above reasonable for the successful operation of the Board and acceptable to me as a Director. I will act in good faith to carry out the above agreements, and understand that serving as a Director requires a commitment of my time of no less than 4 hours per month. If I fail to act in good faith I must resign, or someone from the Board may ask me to resign.

Director Signature:

Date

Board Chair/Officer Signature:

Date

Tucson Youth Development Board of Directors Application

I. Tell us about yourself! How should we communicate with you?

Name:	Date:
Home Address:	
Home Phone:	Mobile:
Email:	
Spouse or Partner Name:	

Employer:
Your Title:
Work Address:
Work Phone:
Email:
Type of business or organization:

Preferred address: Work Home

Which TYD constituencies do you represent (select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Parent: <input type="radio"/> Current
<input type="radio"/> Former | <input type="checkbox"/> Former Faculty/Staff
<input type="checkbox"/> Personal mission alignment
<input type="checkbox"/> Professional mission alignment | <input type="checkbox"/> Life, school or program experience similar to youth served by TYD
<input type="checkbox"/> Other: _____

_____ |
|--|---|---|

Race and/or Ethnicity: _____

Language/s: _____

Gender Identity: _____

III. Skills & Experience

Please submit a current resume with this application.

Please list boards and committees that you serve on, or have served on, and other community involvement during the past 10 years (e.g, business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service

Skills and experience (please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Facilities/Maintenance | <input type="checkbox"/> Project management |
| <input type="checkbox"/> Administration/mgmt | <input type="checkbox"/> Finance/banking | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Behavioral health | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Social services |
| <input type="checkbox"/> Board governance | <input type="checkbox"/> Grant writing | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Budget development | <input type="checkbox"/> Higher Education | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Business operations | <input type="checkbox"/> Juvenile or criminal justice system | <input type="checkbox"/> Youth development |
| <input type="checkbox"/> Child welfare or dependency system | <input type="checkbox"/> Law; specify area(s): _____ | <input type="checkbox"/> Workforce development |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Nonprofit organizations | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Mediation/facilitation | _____ |
| <input type="checkbox"/> Education: administration, leadership | <input type="checkbox"/> Outreach, advocacy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Education:(Primary) | <input type="checkbox"/> Personnel, HR | _____ |
| <input type="checkbox"/> Education (Secondary) | <input type="checkbox"/> Policy and procedure development | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Education: Alternative/non-traditional students | <input type="checkbox"/> Program evaluation | _____ |
| | <input type="checkbox"/> Program planning | _____ |

**** Julie to revise to gather information about education system/sector experience as related to leadership, administration, classroom teaching, school level, type of school setting: charter, public, private.**

Additional education, training, skills, and certificates not listed on your resume (if any; otherwise, leave blank)

IV. Narrative

Please tell us why you would like to serve on the Tucson Youth Development Board of Directors.

What specifically would you like to contribute in terms of your skills, expertise and lived experience to the Board of Directors? (“lived experience” refers to aspects of your personal identity and experiences that shape who you are and influence your values and priorities, e.g., have a disability, veteran, parent, a member of the LGBTQ community, experience living in poverty)

What would you like to personally gain from this experience?

Thank you for your application!