

# Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Tuesday, October 19, 2021 at 11:30 am

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><br>Meeting commenced Tuesday, October 19, 2021 at 11:33 am.<br><u>Present:</u> Marissa Amezcua, Jose Arias, Julie Kudrna, Larry Lucero, Dr. Michael Olguin<br><u>Absent:</u> n/a   | Julie Kudrna  | Open meeting                         | 3 min                 |
| 2. | <b>Review and approve 9/7/21 meeting minutes</b><br>Minutes approved with no edits  | Julie Kudrna  | Decision → Revise and approve        | 2 min                 |
| 3. | <b>Strategic Initiatives:</b> <i>Committee action plan informed by Board Retreat</i>  |               |                                      | <u>20 min:</u>        |
|    | a. Identify Governance Committee priorities; draw from Board Retreat Summary and TeamUp Consultant Final Report   | Julie Kudrna  | Decision → Identify priorities       | 10 min                |
|    | a. Develop action plan  |               | Decision → Develop action plan       | 10 min                |
|    | <b><u>Minutes:</u></b>  |               |                                      |                       |
|    | <ul style="list-style-type: none"> <li>• Committee members commented that the momentum and motivation from the retreat should be harnessed. At the retreat there was cohesiveness and nice team building and bonding.</li> <li>• Ms. Kudrna shared priorities: For the full board: engage current board members on at least one committee; strategic planning for the organization. For the Board Governance Committee: board recruitment of 3 or 5 new members; Board documents review (update and create per resource provided by Jenny Carrillo, e.g., bylaws, board policy manual); executive director evaluation; board evaluation Mr. Lucero shared his priorities as recruitment, strategic planning, and documents review, especially bylaws.</li> <li>• Discussion occurred regarding the potential need to review TYD's Articles of Incorporation with the AZ Corporation Commission. Dr. Olguin indicated he would look into this but thought this was current.</li> <li>• Recruitment of new board members arose as the Governance Committee's first and immediate priority.</li> </ul> |               |                                      |                       |

- The board would benefit from skills/expertise in 4 areas. Committee members each indicated areas in which they may be able to find potential candidates recruit from:
  - Nonprofit accounting skills – Mr. Arias (has already made a few contacts)
  - Juvenile justice/child welfare/judicial – Mr. Lucero and Ms. Kudrna have contacts
  - Marketing & communications – Ms. Amezcua has a GTL alumni contact; Mr. Arias to contact Kasey Hill
  - Education administration, charter school – Ms. Amezcua, Ms. Kudrna, and Dr. Olguin have contacts
- Timeline based upon recruitment process:
  - Finalize materials for recruitment: early November
  - Recruit, intro meetings, interview/site visits: November/December
  - Governance Committee meeting to review prospects: December or early January meeting
  - Full board votes on prospects: January 25, 2022

**4. Strategic Initiatives: TYD Board Member Recruitment** 25 min:

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| a. CFSA BoardConnect event | Julie Kudrna | Share information | 5 min |
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**Minutes:** Moved to next meeting

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| b. Status of approved materials:<br>Board member job description<br>and application | Michael<br>Olguin | Share information | 3 min |
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**Minutes:** Dr. Olguin shared a few options of branded board member job descriptions; the committee selected one. Staff will begin working on creating a fillable version of the board member application this week. These items will be shared at the next meeting.

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| c. TYD FAQs for (potential)<br>board members | Julie Kudrna | Discussion → Draft<br>content | 7 min |
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**Minutes:** The Committee discussed that these FAQs could be useful for a variety of purposes beyond recruitment (e.g., parents/families of potential students, even staff education about the organization) of potential board members so that they would be valuable to put together. Dr. Olguin indicating he can begin working to pull together some content drawing upon the items Ms. Kudrna suggested. For this version needed quickly for Board member recruitment, the Committee indicated a one-pager would be sufficient. Dr. Olguin indicated he could have a draft available at the next meeting.

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| d. Board member recruitment<br>process | Julie Kudrna | Discussion → Draft<br>recruitment process | 10 min |
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|           | <b>Minutes:</b> Mr. Lucero indicating the process provided by Jenny Carrillo looks good “as is.” Ms. Kudrna stated she would like to review again at the next meeting and add details, including materials to provide.  |              |                                     |
| <b>5.</b> | <b>Unfinished Business</b>  |              | 5 min                               |
|           | a. Select next and/or regular meeting date/time   | Julie Kudrna | Decision → Select meeting date/time |
|           | <b>Minutes:</b> The Committee decided to meet next week to review recruitment materials and process given the relatively tight timeline in order to meet the goal of voting on prospects at the January 2022 meeting. Date/time options: Oct 27 or 28: noon, 1 pm, or 4 pm. Tentatively scheduled for October 28, 1 pm. Ms. Kudrna to contact Mr. Arias to inquire about availability since he had to leave the meeting promptly at 12:30 pm. |              |                                     |
| <b>6.</b> | <b>Adjourn</b>  | Julie Kudrna | Close meeting 2 min                 |
|           | Meeting adjourned Tuesday, October 19, 2021 at 12:37 pm.  |              |                                     |

**Next meeting:** Thursday Oct 28 1 pm (tentative)