

Tucson Youth Development Board Governance Committee

Meeting Minutes from:

Thursday, October 28, 2021 at 1:00 pm

Held virtually via Zoom.

AGENDA

	Topic	Leader	Purpose & Desired Outcome	Estimated Time
1.	Welcome & Roll Call	Julie Kudrna	Open meeting	3 min
	Meeting commenced at 1:01 pm Present: Jose Arias, Julie Kudrna, Larry Lucero, Michael Olguin Absent: Marissa Amezcuca			
2.	Review and approve 10/19/21 meeting minutes	Julie Kudrna	Decision → Revise and approve	2 min
	Approved, no edits.			
3.	Strategic Initiatives: TYD Board Member Recruitment			<u>45 min:</u>
	a. CFSA BoardConnect event https://cfsaz.org/boardconnect/	Julie Kudrna	Share information	5 min
	Minutes: Jose Arias will reach out to Kasey Hill (GTL – one of the event sponsors) about the event and see if we can attend without registering or if there is still space. If we decide to attend, Dr. Olguin may not be able to attend; if he cannot, the committee prefers that a principal attend due to the interest in recruiting someone with an education background. The Committee will communicate via email about whether or not to attend the event based upon what Jose learns from Ms. Hill. Dr. Olguin will determine what type of tabling materials TYD has (e.g., tablecloths, flyers, displays).			
	b. Recruitment materials:	Michael Olguin	Decision → Revise and approve	15 min
	i. Board member job description			
	ii. Application			
	iii. TYD FAQs			
	Minutes: Job description and application will be finished by Monday Nov. 1 st . These will be ready to use once the formatting is completed. Michael Olguin will provide draft FAQ document early next week which will need to be reviewed and approved by the committee prior to distribution.			
	c. Board member recruitment process, including assessment profile, interview questions, and candidate scoring process	Julie Kudrna	Discussion → Revise and adopt recruitment process and tools	15 min

Minutes:

The Committee reviewed and revised the recruitment process and interview questions; see revised/edited documents attached at the end of these minutes (pages 3-6). Through this process it was determined that an assessment profile was not needed as the Board and Committee would determine desired skills and attributes prior to periods of active recruitment. Additionally, an interview summary sheet would be used rather than a more formal interview scoring form. Julie Kudrna will format these materials so they are ready for use.

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|--|--------------|--|--------|
| d. Current round of recruitments: process and availability for initial meetings and interviews | Julie Kudrna | Decision → Identify process and roles/responsibilities | 10 min |
|--|--------------|--|--------|

Minutes:

The Committee discussed that it would be valuable to engage numerous different board members in the recruitment process, including our relatively new board members. The spreadsheet tracking recruitment will also track which board members are assigned for each recruitment. Ideally, if a board member referred the prospect, this person will participate in the intro meeting so there is a “familiar face” for the prospect.

The BGC Chair will reach out to Board members to see who is available for recruitment meetings and interviews – no set schedules for this round.

4.	Unfinished Business			5 min
	a. Select next and/or regular meeting date/time	Julie Kudrna	Decision → Select meeting date/time	
	<u>Minutes:</u> The Committee selected 3 pm on Monday, November 1 st with the primary objective to review and finalize the TYD FAQs in order to provide them to prospective board members.			
5.	Adjourn	Julie Kudrna	Close meeting	2 min
	Meeting adjourned at 2:14 pm.			

Next meeting: Monday, November 1, 2021 at 3 pm. Held virtually on Zoom.

TYD BOARD RECRUITMENT PROCESS

Objectives:

1. Ensure that Prospects for Board Membership adequately understand the role of the Board of Directors and agree to Board expectations and commitment;
2. Ensure that the Board of Directors adequately understands the qualifications of the Prospect before voting them onto the Board;
- 2-3. Implement a process in which all Prospects receive equal consideration and all current board members and the Executive Director provide input into the final decision to approve or decline the prospect.
- 3-4. Implement a process that is not unwieldy or “unfriendly” to board prospects, but yet is consistent and pushes us to “reach up” and “reach out” in our board recruitment;
- 4-5. Strengthen the performance of the overall board by bringing on individuals with skills and experiences identified as desirable and with full understanding of the expectations.

Process:

- 1) **REFERRAL:** Board member prospects and all inquiries regarding board membership are referred to the Board Governance Committee Chair (BGCC). Information should include name, professional affiliation, basic contact information and assessment of prioritized Board Profile. The GCC tracks prospect info on spreadsheet allowing him/her/them to monitor the recruitment progress.
- 2) **INTRO MEETING:** BGCC coordinates initial contact with Prospect with Board or Community member making the referral. Either the BGCC or referring source can make initial contact to set up Intro Meeting. BGCC should send current Board Recruitment Packet to Prospect prior to this meeting, giving them time to review and prepare questions. Primary purpose of this meeting is to communicate role and expectations of the Board and give general information about the nonprofit organization. This meeting should-is be conducted by at least 2 of the following: the BGCC, Board Chair, Executive Director or other Board Member; ideally one person is the person who made the referral.
- 3) **FOLLOW-UP EMAIL/PHONE:** BGCC follows up with Prospect shortly after Initial Meeting and inquires whether the individual is interested in moving forward in the board application process. If so, Prospect completes Board Application and submits to BGCC or Executive Director. Prospect is invited to attend a board meeting to observe. Prospect may wish to attend prior to submission of an application.
- 4) **PROSPECT INTERVIEW & SITE VISIT:** Once the application is received, the Prospect is scheduled to meet with the Executive Director and at least one other Board Member for an interview. The purpose of this interview is to learn more about the Prospect and gather information about the Prospects qualifications. Interview Team completes the Interview Summary Form, including a recommendation to approve Prospect for board membership or not.
- 5) **Does the BGC meet to review all prospects at some point?**
 - *a. BGC makes a recommendation for each individual and provides this to the full Board
- 4)6) **PROSPECT PRESENTATION/SELECTION:** The BGCC presents the Board Application and Interview Summary Form to the full Board. Board Members have the opportunity to review and ask questions of those people who have met with the Prospect. Board vote to approve or decline the Prospect for Board membership.

Commented [JK1]: SEE BOARD RECRUITMENT PROFILE TOOL

Commented [JK2R1]:
Board Candidate Profile - Attribute Assessment

Prioritized Attributes (Interests, Skills, Characteristics, Demographics, Industry/Sector Representation)

- 1)
- 2)
- 3)
- 4)
- 5)

Commented [JK3]: TYD FAQs
Board member job description

What else? Board meeting calendar?

Commented [JK4R3]: How frequently the board meets and committees – add to FAQ

Commented [JK5]: Require this?
Visit schools?

Commented [JK6R5]: No requirement to attend board meeting – would lengthen process; virtual facilitates this

Prospect attends as long as desired; explain length and two back to back meetings – differences between each

Interview with site visit with schools visit

Commented [JK7]: SEE INTERVIEW SUMMARY & BOARDSOURCE CANDIDATE RATING FORM

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Commented [JK8]: When does background check occur?

Commented [JK9R8]: Per ASBCS, need approval before background check

Approvals Contingent on background check

7) _____ If approved, background check and fingerprint clearance card. ED submits paperwork to ASBCS and AZ Corp Commission.

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5-8) **NEW MEMBER NOTIFICATION:** The President of the Board ~~GCC~~ contacts the new Board Member and welcomes him/her/them to the Board and informs of ~~any~~ upcoming meetings or activities. BGCC provides ED with contact info. The Executive Director coordinates to add new Board Member to email and board lists. Press release, website, FB post.... Announcement sent via email to Board and ~~senior management-all staff~~ welcoming and introducing new member.

Commented [JK10]: To update

9) **PROSPECT DECLINED:** If the Prospect is declined, either the BGCC or Board President ~~should~~ contact~~s~~ the individual and notifiesy them that they were not selected, and if appropriate, share the reasons why.

Commented [JK11]: Preference?

Commented [JK12R11]: Leave as "or" – case by case basis

*a. If appropriate, invitation to committee participation or volunteership

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TYD BOARD PROSPECT INTERVIEW SUMMARY

Prospect Name: _____ Professional Affiliation: _____

Referred By: _____

Strengths of the Board Prospect (skills, network, lived experience, community connections, etc):

Interest & Ability to Participate in Committee Work:

Any Areas of Concern:

Specific Interest Areas of Prospect (i.e. Where should we engage this person immediately?):

Recommendation for Board Approval: YES NO

Interview Team: _____

Sample Interview Questions:

Why are you interested in Tucson Youth Development and our Charter Schools? / What about serving on our board appeals to you?

What other boards have you served on, if any? What did you like, or dislike about that experience?

What do you think are the greatest assets (skills, experience, networks, etc) you'll bring to the board?

What area of board service are you most interested in?

Do you feel like you fully understand the role of this board?

Do you have any questions about the Board's role in fundraising?

Do you have any other questions or concerns?

What type of training will be most useful to you to get started?

Commented [JK13]: Identify priority questions that we cannot get from written application.

Highlights denote Committee's priority questions