

**JA CAZ Board Development Committee - Meeting Information**

<b>Date:</b>	8/8/2019	<b>Time:</b>	1:00 – 3:00 PM AZ
<b>Dial In Information:</b>	Toll Free: (855) 275-2300 External: (860) 275-2300 Participant Code: 072670	<b>Place:</b>	Voya Investment Management 7337 East Doubletree Ranch Road, Ste. 100 Scottsdale AZ 85258  Kim Anderson Ph: 480.477.2670 Jann Henderson Ph: 480.477.2389 *Upon arrival, please ask the front desk security guard to call Kim Anderson or Jann Henderson.

**Participants**

Kim Anderson		Christine Baim		Justin John		Robert Healy		Analydia Shooks		Brad Harper	
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### Board Development Committee

**Purpose and Mission:**

- **Board Building** - Health and effectiveness of the Board (e.g. education, demographic data, gap analysis, weeding & pruning)
- **Cultivation** - Recruiting and onboarding
- **Accountability** - Board self-assessments, Board member accountability data, setting targets

### Meeting Agenda

- **Opening remarks** Kim
- **JA State Board – Board Development Comm Chair guest attendee** Brad Harper
  - Brad discussed his role on the State Board and as Chair of the St. Board’s Board Development Committee.
  - The State Board too is focused on diversity and closing such gaps.
  - Brad will be included as a guest invitee on our future meetings.
- **Accomplishments Fall 2018/Spring 2019** Kim
  - Established new process for reviewing, vetting and re-election of Board members
  - Finalized processes for nominating, on-boarding, mentoring, and exit interviews
  - Vetted and nominated six new Board members (Tiffany, Collin, Lt. Alexander, Chad, Suzie, John S. – did I miss any?)
    - Agreed to reach out to each new Board member to solicit feedback on their experience thus far.
    - Robert: Suzie Eyrich
    - Justin: John Standring, Chad Mantei and Tiffany House
    - Christine: Collin Krickl
    - Kim: Lt. Alexander
  - Re-elected 21 Board members
- **Goals for Fall 2019/Spring 2020 Fiscal Year – Unfinished business and future Initiatives** Group

See below Action Item Tracing for outcome of our discussions. Re: last two items, those are longer term initiatives and we are focusing our efforts on the first 5 for now.



- **Onboarding package** - Update recruiting PPT, complete package of materials, store on portal?
- **Board demographics data and report** – develop ideal Board candidate profile(s) for recruiting
- **Create Board candidate tracking tool**
- **Online access to Committee resources** – Use JA Board portal for storage of our policy and process docs
- **Establish an annual Board self-assessment process.** Use first assessment to get a baseline and build from there.
- **Ongoing Board member development strategy**
  - Charlie would like Committee to have 10-15 minutes at each Board meeting to report on Board health, educate, provide data. Perhaps leverage Piper training pieces or Chuck Loring (BoardSource) information.
- **Board members representing corporate donors.** We want to own or participate in the conversation with the corporations on Board member replacements.

- **Current Recruiting Opportunity:**

dKim

- **Manny Chavez**

## Action Items Tracking

Action Item	Owner	Due Date/Status*	Update/Comments	Next Steps
Board Demographics	Analydia	Next BDC Meeting, 9/19/19	Contact JA for current data. Analyze and share at next Comm meeting.	Request updated data from JA. Prepare analysis and Board report. Profile for new candidates.
Board Member Onboarding Package	Christine	Next BDC Meeting, 9/19/19	Update Recruitment PPT deck. Kim working with JA on posting to Board portal.	Contents: Recruitment PPT, bylaws, commitment form, contact list, meeting schedule. To be added: List of Board committees, descriptions and JA events. Recruitment PPT needs refresh.
Tracking Board Candidates	Christine	Next BDC Meeting, 9/19/19	Develop first draft of tool.	Create tracking tool (Excel?), establish process for sharing with Katherine and BDC, maintain
Documents on Board Portal	Kim	Aug 31	Committee resources docs and policies: Nomination, Mentoring, Recruiting, Bd Commitment Form, etc	Work with Anne Landers to create BDC space on site and upload docs.
Annual Self-Assessment Process	Robert	Target Year End	Kim to organize lunch with Charlie and Robert to discuss.	Consult with Charlie on best practices. Make recommendation to Committee.
Recruit: Manny Chavez	Justin	Next BDC Meeting, 9/19/19	Manny is out of town during August; Sept may be best time for meeting	Contact, set-up meeting to interview, report back to Committee



\*Green = On track

Yellow = Need more time

Red = Not on track

Gray = Not started

**Board Development Committee Meetings**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Notes</u>
9/19/19	12:00 – 2:00 pm	Voya's Offices	Lunch will be provided
10/17/19	1:00 – 3:00 pm	Voya's Offices	
11/14/19	1:00 – 3:00 pm	Voya's Offices	
12/5/19	1:00 – 3:00 pm	Voya's Offices	
1/16/20	1:00 – 3:00 pm	Voya's Offices	
2/13/20	1:00 – 3:00 pm	Voya's Offices	
3/16/20	1:00 – 3:00 pm	Voya's Offices	
4/16/20	1:00 – 3:00 pm	Voya's Offices	
5/20/20	1:00 – 3:00 pm	Voya's Offices	

**JA AZ Central Arizona District Board of Directors Meetings**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Event</u>
August 29, 2019	3:30 PM – 6:00 PM	JAAZ Tempe Office	Meeting + Social
October 30, 2019	11:30 AM – 1:00 PM	@ Stock Market Challenge	Meeting
December 12, 2019	11:30 AM – 1:00 PM	JAAZ Tempe Office	Meeting
January 8, 2020	8:00 AM – 5:30 PM	Board Retreat	Meeting + Social
March 5, 2020	7:30 AM – 8:35 PM	@ You're Hired Event	Meeting
May 21, 2020	11:30 AM – 1:00 PM	JAAZ Tempe Office	Meeting