

JA CAZ Board Development Committee - Meeting Information

Date:	10/17/2019	Time:	2:00 – 3:30 PM AZ
Dial In Information:	Toll Free: (855) 275-2300 External: (860) 275-2300 Participant Code: 072670	Place:	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
- Recruitment Deck Christine
 - Reviewed deck, Christine made final edits. Document is being posted to CAZ BDC Portal
- New Member Recruitment Christine
 - Review Recruiting Pipeline Tool
 - Reviewed tool and will establish process for bi-weekly updates.
 - Kim’s assistant, J Henderson, will coordinate updates. Will send file to committee members, each committee member to update their assigned candidates, send back to Jann, and she will compile into master file
 - Updates on Candidate Recruiting and Status All
 - Nominations
 - Priorities per Katherine:
 - October: Dr. Perry Berry and Nikki Mancuso
 - Committee approved nomination of Dr. Berry at Oct 30th Board meeting
 - Kim has attempted to contact N Mancuso. If a phone interview can be scheduled in advance of the Oct 30th meeting, then N Mancuso may be “fast-tracked” for nomination. Kim will email committee if an interview can be arranged with Nikki.
 - Post meeting update on N Mancuso – Nikki responded to Kim’s email on Friday, 10/18. A phone interview has been scheduled for Tues, 10/22.
 - Next highest (possibly Jan 2020): Neil Fernandes, Manny Chavez, Clarence Stallings, Lemelle Johnson, Arturo Quezada, Olivia Brasher, Leah Karpuk
 - Longer term: Trevor Wilde
- Board member resignations Kim
 - Charlie Lala, Allstate, Sept 2019 – Set up exit interview



- Anna Lee, Toyota, Jan 2020 – Toyota will identify replacement
- Nindi Wadhwa, SE, Oct 2019 – Set up exit interview
 - Justin to conduct exit interviews with Charlie L. and Nindi W.
 - Kim confirm existence of exit interview process document and upload to portal.
 - Post meeting note – process document not finalized earlier this year. Had been assigned to Jeremy Q; later determined that Charlie Smith would conduct exit interviews.
 - Committee is now being asked to handle. Need to create a set of exit interview questions. Topic for November committee meeting.
- Updated Recruitment, Nomination and Mentoring Process PPT Kim
Robert
 - Shared update on process documents. Committee Charter (Kim has updated to include Analydia); Mentoring, and Recruitment/Nomination process documents are all updated and uploaded to the BDC portal.
 - Minor corrections needed to the Recruitment/Nominatin deck. Kim to correct and re-upload.
 - <https://www.jaaz.org/cazboard/board-development-committee-portal/>
- Board Self Assessment
 - Robert reviewed the Scorecard file provided by JA. Contains both engagement ratings and demographics data.
 - Discussed: What is the process for gathering the data and tracking? What are JA's criteria for scoring Hi/Med/Low? Need clear process and criteria for scoring.
 - Reviewed concept of Board Engagement Index that Robert created from the data. Can share with the Board and then track and trend.
 - Robert to create a slide on engagement analysis and present at the Oct 30th meeting.
 - Kim to set up meeting with Katherine to discuss process.
- Board Demographics Analysis Analydia
 - Agreed demographics data needs to be verified and corrected where needed
 - Analydia to contact JA to determine if Board members complete a form where demographics are captured
 - If no, then design one for use in recruiting process
 - Existing Board members will be asked to update/correct their data by completing such form
- October 30th Board Meeting – BDC presentations All
 - Kim – update on committee activities
 - Christine – nominate Dr. Perry
 - Kim – possibly nominate N. Mancuso
 - Robert/Analydia – Board engagement report and next steps on demographics data



Action Items Tracking

Action Item	Owner	Due Date/Status*	Update/Comments	Next Steps
Board Demographics	Analydia	Next BDC Meeting	Determine if method exists for capturing Board member data. Create form if needed.	Contact JA. Possibly create new form for completion by Board members that captures the demographics data we're tracking.
Board Member Onboarding Package	Christine	Discuss at next BDC Meeting	Given list of planned contents to the right, what more do we want to do to create a "package?"	Contents: Recruitment PPT, bylaws, commitment form, contact list, meeting schedule. To be added: List of Board committees, descriptions and JA events.
Tracking Board Candidates	Christine	Completed	Christine developed pipeline tool. It is in use by the committee.	Implement updating process. See how it goes and whether we need to tweak. Discuss process with Katherine for notifying us of candidates and maintaining pipeline tool.
Documents on Board Portal	Kim	Completed	Committee resources docs and policies: Nomination, Mentoring, Recruiting, Bd Commitment Form, etc.	BDC portal created and doc have been uploaded. Now just need to maintain.
Annual Self-Assessment Process/Board Engagement Score	Robert	Target Year End	Robert preparing Oct 30 th presentation of current data.	Kim to set up meeting with Katherine and BDC to discuss process for capturing and maintaining data. Agreeing on criteria and scoring.

*Green = On track

Yellow = Need more time

Red = Not on track

Gray = Not started



Board Development Committee Meetings

Date	Time	Location	Notes
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

Date	Time	Location	Event
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