

JA CAZ Board Development Committee - Meeting Information			
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Date:	11/14/2019	Time:	2:00 – 3:00 PM AZ
Dial In Information:	Toll Free: (855) 275-2300 External: (860) 275-2300 Participant Code: 072670	Place:	Telephonic meeting only

Participants									
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Kim Anderson	X	Christine Baim	X	Justin John	X	Robert Healy		Analydia Shooks	
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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

- Onboarding Package (see table next page) Christine
 - Agreed that this is completed. Docs for onboarding are on the Board Portal.

- New Member Recruitment All
 - Review Recruiting Pipeline Tool and Candidate Status
 - Committee members will continue to work on their respective candidates.
 - Important to update the Pipeline Tracker when sent, in order to keep up lines of communication and progress.
 - Intention is to complete vetting and make nominations of the following at our January 16th BDC meeting:
 - Justin: Manny Chavez, Olivia Brasher and Leah Karpuk
 - Analydia: Neil Fernandes MD
 - Christine: Clarence Stallings
 - Robert: Lemelle Johnson
 - Kim: Arturo Quezada, Diego Verdugo and Sgt. Anthony “Lance” Infanger
 - Other recruitees on longer term track:
 - Analydia: Trevor Wilde (no later than June meeting)
 - Recently added recruitees and BDC member assigned:
 - Kim: Brandon Alsayed and Sgt. Anthony “Lance” Infanger
 - Robert: Lori Bartlett
 - Christine: Edson Salas
 - Justin: Olivia Brasher and Leah Karpuk

- Nominations (if any) All
 - Committee approved nomination of Antonia Sanchez for election at the December 12th Board meeting.

- Exit Interviews Kim
 - Exit Interview Questions All



- Exit Interviews Status Update: Charlie Lala and Nindi Wadhwa Justin
 - Justin will conduct the exit interviews leveraging the Board Source document. These are not urgent.
 - If Justin needs assistance, he will notify the committee and ask for help.
 - We discussed and agreed to keep the process less formal (no survey or tracking tool). Feedback will be discussed at BDC meetings.

Other Business:

- Agreed to cancel December 11th telephonic BDC meeting.
- Kim spoke with Brad Harper and Brad has agreed to not routinely attend the BDC meetings. I'll keep him apprised of our progress, best practices, etc. He may attend one in the future, TBD.
- Kim to email Katherine and Charlie asking for help in getting more committee members.



Action Items Tracking

Action Item	Owner	Due Date/Status*	Update/Comments	Next Steps
Board Demographics	Analydia	Jan 2020 Committee Meeting	JA does not have process to capture Board member demographics	Create form to capture Board member demographics. Review at Jan 16, 2020 BDC meeting for final distribution and completion at Jan 2020 Board meeting.
Board Member Onboarding Package	Christine	Discuss at next BDC Meeting Completed	Onboarding documents are available on the Board Portal. Can add others if needed.	None
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. Agreed with Katherine that she will update along with committee members.
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 Goal to complete in 2020	Robert presented at Oct 30 th Board meeting.	Lets discuss at next BDC meeting, Jan 16, 2020.

*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	Cancel meeting
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
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