


**Meeting Information**

<b>Date:</b>	February 13, 2020	<b>Time:</b>	2:00–3:30 PM AZ
<b>Dial In Information:</b>	Toll Free: (855) 275-2300 External: (860) 275-2300 Participant Code: 072670	<b>Place:</b>	7337 East Doubletree Ranch Road, Ste. 100 Scottsdale AZ 85258 GC Mini Conference Room

**Participants**

Kim Anderson	X	Christine Baim	X	Justin John	X	Robert Healy	X	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**

- 2019 Accomplishments Kim
  - Slide shared with 2019 accomplishments, of which there were many. Nice job committee!
- Review Recruiting Pipeline and Set Next Steps Group
  - Reviewed Pipeline.
  - Kim will make edits based on discussion at the meeting.
  - Will also send to Katherine for updating.
  - Agreed that those committee members that are assigned to pending candidates are to follow-up with such candidates to “get the ball rolling again”
    - Christine – Edson Salas,
    - Kim – Brandon Alsayed and Arturo Quezada,
    - Analydia – Trevor Wilde)
- Review Draft Board Member Profile (Questionnaire) Group
  - Comments if any
    - Reviewed questionnaire, Kim collected comments and will share with Katherine
  - Process for CAZ Board completion
    - Committee would prefer that this be an electronically completed form that feeds a spreadsheet for tracking purposes.
    - For now, agree that form can be distributed at the Feb 25<sup>th</sup> Board meeting and Board members will be asked to complete before leaving the meeting.
    - Confirm with KC – Will this data be put into a spreadsheet by JA personnel? Will JA update their Board scorecard as well?
  - Plan for updating analysis and reporting
    - Once data is updated and file received from JA, Robert will update the Board demographics data, we’ll review and discuss vs targets set in



## 2019

- Board Member Terms Ending in 2020 and Re-elections Group
  - Anna Lee (1/1/20) Toyota to identify a replacement
  - Bill Castin (6/1/2020)
  - Tom Morgan (1/1/2020) His date will be set to 6/1/20
  - Timeline for review and re-nomination
    - Must review and nominate for reelection at May 2020 meeting.
    - Kim to get either updated Scorecard from Katherine or at least Katherine's feedback on the two Board members.
    - Committee will follow same process as 2019, review Scorecard data, confirm commitment from Board members, nominate at meeting
  - Propose setting all terms to end in July (Kim to discuss with Katherine)
    - Correction on term renewal date – it's June not July.
- CAZ Board Chair and Committee Chair Terms Group
  - Charlie's term as Chair is ending effective June 2020
  - Possibly too Committee Chairs
  - Announce at Feb meeting, seek self-nominations, BCD recommend to Chair and CEO
  - Committee strongly prefers Board Chair be elected by the Board.
  - Prefers Committee Chairs' terms should also be limited
  - Preference for Committee Chairs being elected by Board. However, Justin offered to get information on Chandler Chamber of Commerce process as a benchmark. Committee may be comfortable with new Board Chair making the selection.
  - Justin followed-up with the Chandler Chamber info.
  - Kim will solicit feedback from Committee on final desirec process via email.
- Onboarding – tightening up the process Group
  - Revised process doc shared and discussed. Kim will update based on discussion and repost process to the portal.
- Nonprofit Board Answer Book Justin
  - Justin reviewed the documents with the group. More work to do here in leveraging Board Source information for our recruiting materials.
- Discuss and Set 2020 Goals and Objectives (besides the above), potential topics: Group
  - Board Member Recruiting Goals/Targets
  - Annual Self-Assessment
  - Recruiting more committee members
  - Other ideas?
  - Committee discussed and agreed on following:
    - Continuing to recruit based on targets set in 2019
    - Supporting acquisition of Board profile data, updating demographics analysis, setting targets and reporting to full Board
    - Conducting reelection process
    - Improving and implementing Chair and Committee Chair election process



- Improving Onboarding/Orientation process
  - Board Satisfaction Survey
  - Reporting on Board engagement (meeting expectations)
- Future Committee Meeting Dates Group
  - Agreed to combine next two meetings into 1. Will meet on 4/3 and 5/5.