



ICC Austin Board of Directors Meeting

Thursday, March 7, 2019, 6:00-8:00 PM
 Location: Avalon Co-op (3000 University Ave.)

| Time | Page | Item | Facilitator / Presenter | Action |
|--|----------------|---|----------------------------------|-------------------|
| 6:00 (5 min) | | 1. ENDS POLICY READING, COMMUNITY AGREEMENTS READING & DIRECTOR QUALIFICATIONS CHECK | Ben | LISTEN |
| 6:05 (10 min) | | 2. MEMBER OPEN TIME | Ben | SHARE / LISTEN |
| 6:15 (5 min) | | 3. HOUSE UPDATES | Ben | SHARE / LISTEN |
| 6:20 (5 min) | 6 15 | 4. CONSENT AGENDA February 21 st Meeting Minutes ECC Timesheets for February | Ben | VOTE |
| 6:25 (0 min) (0 min) (5 min) | | 5. COMMITTEE REPORTS ECC GMM NomCom | Ben | LISTEN |
| 6:30 (8 min) (10 min) (10 min) (7 min) | 18 19 21 | 6. GOVERNANCE GMM Agenda Board Budget Board Schedule & ECC Elections NASCO Institute 2019 | Noreen Monze Monze Lain | VOTE |
| 7:05 (5 min) | | 7. BREAK | | ENJOY! |
| 7:10 (45 min) | 22 | 8. STRATEGIC DISCUSSION Board Committees – World Café | Noreen | DISCUSS |
| 7:55 (5 min) | | 9. MEETING SUMMARY | Ben | SHARE |
| 8:00 | | 10. ADJOURN | Ben | |

ICC Austin Board Community Agreements

Agreements toward generative discussions consistent with cooperative values.

Act cooperatively and collaboratively.

Engage in inquiry before judgment.

Speak your truth kindly.

Acknowledge intention while recognizing impact.

Speak and act respectfully toward everyone.

Think systematically and structurally.

Be aware of your privilege and how it shows up; don't use it to make a point or dominate space.

Listen with curiosity and openness.

Don't interrupt; respect the stack.

Move up; move back.

Use a racial and social equity lens: Avoid weaponizing oppressions, assuming identities or experiences, comparing oppressions, and silencing techniques.





ICC AUSTIN
COOPERATIVE HOUSING FOR STUDENTS • NOT FOR PROFIT

Ends Policy

(revised and approved 8/3/17)

The purpose of ICC Austin, a Texas non-profit corporation, is to create a mutually beneficial, diverse, and inclusive community so as to promote the transformation of society toward cooperation, justice, and non-exploitation. To achieve this vision, ICC Austin provides affordable housing to students, primarily those who might otherwise be unable to secure higher education, on a cooperative basis, in an environment that enhances member education, encourages the formation of long lasting communities, and fosters responsible citizenship.

Identity Affirmation

(Confirmed by the Board in March 2018)

ICC Austin provides affordable housing to students and exists as an anti-racist organization that applies a social justice and equity lens to its structures, policies, language, and strategic plan.

Distilled Ends (Mission / Vision)

Our **mission** is to provide quality, affordable, and healthy cooperative housing for students with financial need.

Our **vision** is to promote the transformation of society towards cooperation, justice, and non-exploitation.

Packet Notes

READ THIS FIRST

to get the big-picture view of the meeting and other useful information!

Items in bold labeled “meeting preparation” indicate new tasks that Board Directors should work on prior to the meeting.

1. ENDS POLICY, COMMUNITY AGREEMENTS READING, & DIRECTOR QUALIFICATIONS CHECK

2. MEMBER OPEN TIME

During Member Open Time, ICC Austin members and others are invited to speak briefly to the Board on any matter that is important to them.

Member input during Member Open Time serves to provide the Board with useful feedback and ideas for future meetings. If you can't make it to the meeting in person, there are many other avenues available including talking to your house Board Rep, having someone else attend on your behalf, emailing the ECC (ecc@iccaustin.coop), emailing the entire Board (board@iccaustin.coop), attending an ECC meeting, etc.

All comments made during Member Open Time will be addressed by the ECC in their written and/or verbal committee report at the following Board meeting. Member Open Time will rarely change the Board agenda.

3. HOUSE UPDATES & OPENING ROUND ROBIN(S)

Briefly share house updates that would enrich the knowledge and function of other houses, e.g. how the house successfully mediated a conflict, or how two houses cooperated to start purchasing food in bulk. We may go around the room twice so that all questions can be answered. **Outcome:** General information sharing and loosening up for meeting conversation

Please be prepared to discuss these question(s): How did you share information about the last Board meeting with your house?

4. CONSENT AGENDA

As always, please attempt to have any clarifying questions resolved prior to the Board meeting by contacting the Executive Coordinating Committee (ecc@iccaustin.coop) and/or your ED (ashleigh@iccaustin.coop). However, any item may be pulled from the Consent Agenda if you believe substantive discussion is required. Otherwise, the items on the Consent Agenda will be passed as a group without discussion so that the Board can spend their time on more important matters. **Outcome:** The Board efficiently approves material not needing discussion.

5. COMMITTEES

ECC has included a written report for this meeting. NomCom will give a verbal report. **Meeting Preparation:** Read ECC Report. **Outcome:** Board is updated on committee work.

Packet Notes

ECC Report

Over the past few weeks, ECC has been hard at work bettering meeting facilitation, planning GMM and spring board meetings, and setting the framework for a smooth transition into the fall semester.

ECC has been working to improve its facilitation at Board meetings. Prior to this semester, outside facilitators were brought in but ECC decided to make this transition because we felt that we can better serve the organization through self-facilitation. For the rest of the semester, facilitation will rotate between ECC members, with one ECC member facilitating an entire meeting. Facilitating this way, as opposed to the co-facilitation style used at previous meetings this semester, should ensure that ECC members are able to stay present and engaged throughout the conversations. At the end of the semester, ECC will reflect on the self-facilitation process and consider bringing back an outside facilitator. Feedback is welcomed.

The shorter, biweekly meetings implemented this semester have been extremely conducive for strategic conversations. At ECC's retreat in January, rough agendas, grounded by the Strategic Plan, were created for the entire semester. At the biweekly ECC meetings, we reflect on the discussions from previous meetings to plan the details of the agendas, keeping in mind the upcoming end of the semester and the likelihood of high board turnover. ECC meetings are held every other Thursday in the New Guild Second Floor Conference Room, and anyone is welcome to attend.

GMM planning is underway, being led by ECC and assisted by Laura and Ashleigh. We've looked at how College Houses runs their GMMs and have considered feedback from past ICC GMMs to plan this event. This GMM should both give members an overview of ICC's progress while also allowing time for socialization between houses. More information will be given at the March 7th board meeting and all board members are encouraged to participate in whatever capacity possible.

In the weeks leading to GMM, a key piece of ECC and NomCom's work will be finding ECC candidates to continue the progress ICC Austin has made over the past several months. In May, Noreen, Ben, and Lain's ECC terms will be ending, and thus a smooth transition will require ECC to work closely with candidates.

Lastly, ECC would like to recognize the dedication and work of our staff. Ashleigh has been working tirelessly to move towards our ends and Laura has been instrumental in improving house cultures and building the framework for Ruth Schulze to develop a strong house culture. Similarly, Billy's work with current members throughout contract signing season and on the Ruth Schulze expansion has been invaluable. Chris has also been instrumental in maintaining and improving the habitability of our homes.

Cooperatively,
ECC
Ben, Noreen, Monze, Lain

Packet Notes

6. GOVERNANCE

GMM Agenda

The ECC has prepared a draft agenda for the upcoming GMM. **Meeting Prep:** Read draft agenda. **Outcome:** Board considers approval of agenda.

FY 2019-20 Board Budget

Meeting Preparation: Review the proposed Board budget and come with your questions and recommendations. (Note: As of packet printing, there has been no additional discussion on this item. It was posted on Loomio 2/27). **Outcome:** Consider accepting the 2019-20 Board budget.

Board Schedule & ECC Elections

At the November 29th meeting, there was brief conversation about Board meetings during the summer. It is a significant amount of work, both for ECC and staff, to train a Board to meet 3 times. The ECC will present the draft calendar for 2019-20 which includes 11 board meetings (required per the Bylaws) all scheduled during the academic year when the membership is the most active and engaged with ICC Austin. Additionally, the ECC will discuss reverting back to ECC elections only once per year instead of the staggered terms. **Meeting Prep:** Review draft board schedule. **Outcome:** Board considers approving calendar and change to ECC elections.

NASCO Institute 2019

NASCO Institute is scheduled to take place in Austin this year. Lain will present information to the Board regarding NASCO's needs from ICC Austin for this event. **Meeting Prep:** None. **Outcome:** Board briefly discusses NASCO.

7. BREAK!

8. STRATEGIC DISCUSSION

This semester the Board is reviewing ICC Austin's governance structure. This is a strategic plan strategy under the goal bucket "Improve Organizational Stability". The stated goal is: improve Board governance structure and processes to reduce the organizational vulnerability created by regular and significant Board turnover". Only the Board can achieve this goal.

The ECC will present a new committee structure based on member feedback and Board needs. The Board will split into groups and rotate through stations to discuss each proposed committee including a station to discuss other needs not being met within proposed structure.

Meeting Preparation: Review current and proposed ICC Austin committee structure. Review information from Mission Capital & College Houses. **Outcome:** Board has generative conversation on committee structure.

ICC Austin Board of Directors Meeting Minutes

Thursday, February 21, 2019, 6:00-8:00 PM

Location: UT Student Union – Room 3.208 (Lone Star Room)

| Time | Page | Item | Presenter | Action |
|--|---------------------|--|----------------------------------|----------------------------|
| 6:01 (2 min) | | 1. ENDS POLICY & DIRECTOR QUALIFICATIONS CHECK | Lain | LISTEN |
| 6:03 (0 min) | | 2. MEMBER OPEN TIME | | SHARE/LISTEN |
| 6:03 (8 min) | | 3. HOUSE UPDATES | All | SHARE/LISTEN |
| 6:11 (1 min) | 5 15 18 19 | 4. CONSENT AGENDA February 7th Meeting Minutes February Occupancy Report B6 Policy Modification Updated Banking Resolution | Noreen | VOTE |
| 6:12 (2 min) | | 5.COMMITTEE REPORTS ECC GMM NomCom | Ben & Lain | LISTEN/JOIN |
| 6:14 (16 min) (11 min) | 20 27 | 6. GOVERNANCE, Part 1 Operations Report Legal Counsel Overview | Noreen & Lain Ashleigh Ben | LISTEN/ VOTE/ LEARN |
| 6:41 (10 min) | | 7. BREAK | | ENJOY! |
| 6:51 (35 min) | 29 40 | 8. STRATEGIC LEARNING & GOV, Pt. 2 Financial Training Q2 Financials FY 2019-20 Board Budget | Staff Monze | LEARN/ VOTE/ DISCUSS |
| 7:26 (2 min) (8 min) (9 min) | 42 48 | 9. POLICY MONITORING Policy Monitoring Overview B2- Business Planning & Financial Budgeting B4- Member Rights and Responsibilities | Lain Ashleigh | LEARN/ VOTE |
| 7:45 (18 min) | | 10. MEETING SUMMARY | Noreen | SHARE |
| 8:03 | | 11. ADJOURN | Lain | |

Board Directors present:

ECC Officers:

- Lain Jackson- President
- Ben Ayik, Vice-President
- Monze Diaz, Treasurer
- Noreen Husain- Secretary arrived at 6:41

House Representatives:

- Will Hoinoski- Arrakis
- Tristan Heinen- Avalon
- Maria Hernandez- Eden
- Mekenna Marak -House of Commons
- Olivia Speed- New Guild
- Jac Alford- Seneca
- Claire Morrison- Royal

Community Trustee:

J.T. Harechmak

Board Directors absent with communication:

Khristian Mendez-French House
Emmy Pistorious-Helios

ICC Austin Staff:

Ashleigh R. Lassiter, Executive Director
Laura J. Khalil, Co-operative Experience Director

Other Guests:

- Laura Marshall- Minutes
- Susana Lugo - former ECC/former ICC member (6:49)

*****Lain called the meeting to order at 6:01

1. ENDS POLICY READING, COMMUNITY AGREEMENTS READING & DIRECTOR QUALIFICATIONS CHECK **6:01**

Time allotted 5 min/ Time spent 2 min.

All directors are qualified.

2. MEMBER OPEN TIME **6:03**

Time allotted 10 mins./ Time spent 0 mins.

No members came forward

3. HOUSE UPDATES

6:03

Time allotted 10 mins./ Time spent 8 mins.

1. How did you share info about the last meeting with your house
2. Did your house have any ICC Austin structure or ICC-wide labor conversations

Will- Arrakis: We've been cutting back on Officer Reports, but I do Board Chat-style house convos where the house has opportunities to discuss the Board. We haven't yet had opportunities to discuss ICC structure yet.

Olivia- New Guild: New Guild is good. I share info at house meetings and direct people where to go with specific questions. I also have been having general discussions on a one on one basis with housemates. We did discuss HOC's labor system changes.

Mekenna-House of Commons: HOC's around the world coming up. 2 housemates attended the last Board meeting and we had a productive talk after the meeting with housemates who were in the commons and curious about the Board.

House meetings are really long, so we don't usually have time for Board stuff, so I believe it should be a separate conversation. We've been talking about labor a lot lately. The Labor Czar sent out a survey to tweak the system.

Claire- Royal: Chris did some maintenance stuff which is good. I've been communicating the board info during house meetings, talking about ICC structure. Housemates know to talk to me if they want to be represented at meetings.

Ben- Royal: Seconding what Claire said about Royal, we had a great Board chat.

Seneca- Jac: Seneca is doing really good. We had an informal talk about Ruth Schulze, then we reiterated that info during the next house meeting. I brought up the wants and needs list (Board worked on 2/7) from ICC with a Google form, and am looking forward to the responses.

Tristan-Avalon: Everything's going pretty well at Avalon. I talked to a few members about some specifics, as well as for a while at a house meeting., Avalon is pretty happy with the way things are moving . People seemed pretty intrigued with Ruth Schulze and want more info.

Maria- Eden: We are a small house and we have the labor we can assign, then do as much as we can , and people volunteer for additional labor. It's going well. I talked about ICC structure at the last meeting and provided an overview to get people to reflect about ICC and how they can engage more.

4. CONSENT AGENDA

6:11

Time allotted 5 mins./ Time spent 1 minute

February 7th Meeting Minutes
February Occupancy Report
B6 Policy Modification
Updated Banking Resolution

MOTION: Accept consent agenda
Motioned: Will
Seconded: Monze
VOTE: 11-0-0 ➔ **MOTION PASSES**

5. COMMITTEE REPORTS

6:12

Time allotted 5 mins./ Time spent 2 mins.

ECC: We will report next meeting.

GMM: Looking for anyone who wants to join the GMM committee. It's super vital for Board Members to be involved with GMM planning.

NomCom: Ben: I met with Yvonne (who facilitated last semester), but she will not be able to work as community trustee this semester. Who wants to be a part of Nom Com? If anyone is interested, I can send out a survey to figure out when we can meet. We will be working tightly with the GMM Committee.

6. GOVERNANCE, Part 1

6:14

Time allotted 25 mins/ Time spent 27 mins.

Operations Report: Ashleigh (page 20).

It's important to note that with the exception of Chris, all other staff has only been in their position for less than a year. I think we've made remarkable progress, but we have a lot to learn. We had our first staff retreat on Tuesday, we reflected and mapped out the next three months. I'll open it to questions:

Olivia: Can you talk more about what's happening with summer maintenance?

Ashleigh: We're bringing in an outside company which will go through each house and look at work we've done and assess what is needed. They'll be mapping out a long-term facilities plan for us. We should be getting a software program that will monitor geographical regions for cost, helping us predict cost for future repairs. We're doing 7 of the houses, no Avalon, and no Eden. Eden was originally purchased to redevelop, and after Ruth Schulze is up and going, we're hoping to remodel Eden.. This assessment is a big investment, but necessary to keep the houses doing well.

Mekenna: You mentioned we can't do that with internal money. Are we going to be talking about fundraising or grants?

Ashleigh: I'm hoping to put some thought into that this summer. JT has set us up with a meeting with the TX Historic Commission.

JT: There is a lot of historical context that is valuable to the TX Historic Commission within ICC. This means possible money from the state to repair our houses. We'll be discussing it at future meetings.

Ben: Can you talk about the utility cost increase with Ruth Schulze?

Ashleigh: There have been a lot of issues. Austin water stopped the replacements on that block before Ruth Schulze was connected, so now we have to pay to get the city infrastructure replaced, even though they'll be replacing it anyway in a few years. We have asked for the money from the Uno Trust Fund - ICC and Colleges Houses are the only organizations that can access the development fund. We won't know officially until Council meets in May.

Tristan: I'm curious about the officer training. I feel like this is an important way to foster unity and make us more efficient. Does anyone have any ideas for how to make the trainings more useful?

Laura: I think we definitely need to work on both programming and attendance. I'm not sure which one to attack first. It's been a challenge to put on great programming with low attendance.

I would like for training to be a norm for everyone who becomes an officer.

Olivia: I think trainings are really important, but many officers don't have feedback from the other house officers. When few people attend officer trainings, you don't have a productive discussion or get what you need as an attendee. Talking to the other officers is so important. This should be assumed as part of officers labor.

Tristian: We could look at policy manuals and add the officer training there, taking it off the hands of the Labor Czar.

Tristain: I have a question about pets. When there's a legal concern about pets, when do we start having conversations about another house becoming pet-limited? It could be an important conversation to have.

Ashleigh: Currently the staff is looking for options with pets. ICC stopped the pet deposit, but we've been toying with the idea of bringing it back. There's no need for us to collect vaccination records in a legal way, but there could be liability for ICC. There are a lot of conversations here.

MOTION: Accept Operations Report
Moted: Will
Secoded: Lain
VOTE: 11-0-0 ➡ **MOTION PASSES**

6:31

Ben- Legal Counsel Overview:

Ben explained the handout included in Board packet (pg 27)

Executive Session Explanation:

Lain: Someone on the Board motions to enter Executive Session, and we vote on it. We can vote to go int Executive Session at any time.

Mekenna:Can topics discussed in Executive Session be discussed at a later date without going back into Exe. Session?

Ashleigh: The Board can decide by a vote that info from Executive Session can be disclosed at a later date.

Lain: Also, note on Page 18 -on the Consent Agenda. We're adding a sentence to the B6 policy that states that the Board cannot go uniformed of any use of legal counsel.

Ashleigh: I would like to add one clarifying point. Nonprofits do not automatically get tax exemptions, but we do because we are a democratically managed nonprofit. This was some great lobbying that made this happen way back in the day.

Tristan: Can you fill me in on what happened with the legal search from last semester?

JT: The Legal Counsel Search Committee did a lot of searching and backtracking the activities of the Board. We found that the miscommunications happened between the lawyer and how the information was communicated to the Board, not with the lawyer himself. The committee decided the best course of action was to clarify the roles of the Board, our lawyer, the staff, surrounding legal counsel, and see if this addressed our concerns.

7. BREAK

6:41-6:51

Time allotted 10 mins./ Time spent 10 mins.

8. STRATEGIC LEARNING & GOV, Part 2

6:51

Time allotted 35 mins/ Time spent 35 mins.

Financial Training

Q2 Financials

FY 2019-20 Board Budget

Ashleigh: Let's get started with Financial training.

What's wrong with this financial statement (found on a handout passed out to Board members)

Ben: All of the designated cash reserves are gone.

Ashleigh: What are reasonable answers? Maybe, if we replaced New Guild's roof? What if I said that Staff used that as a downpayment for a new property?

We should never do that without the Board's discussion and approval first.

Susana: What is accounts receivable? What's happening there?

Ashleigh: That means debt owed by members. You might wonder why we had more debt suddenly, so be sure to ask about that.

Noren: Why did wages increase by 400,000 ?

Ashleigh: means staff gave themselves a bonus- not cool. This is what you're looking at with financial statements. Be comfortable to ask what happened. And look at trends, get familiar with the statements. See if it's necessary for the Board to dig deeper. You as the Board are in trouble for not digging deeper and monitoring the finances. This is why we get the audit each year for checks and balances.

What if the ED faked the audits and took off with thousands of dollars because the Board didn't ask? This is you doing your due diligence.

JT: The audit focuses a lot of the process, not the line item monitoring, so that is your responsibility as Board members. The audit won't catch everything.

Ashleigh: On page 29- We had a really terrible summer occupancy-wise. We think this was an anomaly, but this summer will be our telling point if this is a fluke or not. Despite that shortfall, we are doing well, and we are doing some facilities spending.

Questions:

Olivia: As we are accepting more students with financial need, we'll be getting people who have more financial need, and often that means it's too expensive to stay in a co-op in the summer when one could save money by staying at home. How do we measure people staying over the summer?

Ashleigh: We trend it on a 10 year average. The social media team will be pushing posts about summer housing. Next year we want to look and get more creative with occupancy solutions. Summer occupancy has always been an opportunity for all the co-ops.

Ashleigh: It is worth noting that NASCO Institute is expensive and costs each member 13.50 per member, per month, to send 25 people to NASCO. This might be something we want to delve into.

Tristan: It looks like the scholarship fund has increased? What happened there?

Ashleigh: There is an agreement for donating uncashed checks. Unclaimed checks that members don't cash in 90 days, automatically go to the scholarship fund. We started that agreement last year, and it's something you check off in your contract, if you're interested.

MOTION: Extend time by 5 minutes
Motioned: Noreen
Seconded: Mekenna
VOTE: 10-0-2 ➡ **MOTION PASSES**

MOTION: Accept Q2 Financials
Motioned: Lain
Seconded: Will
VOTE: 12-0-0 ➡ **MOTION PASSES**

Monze: Page 41 has the grand total of the Board budget. How do you feel about how we allocated funds?

Olivia: Would this be the time to talk about Board spending? I feel like we spent a lot on food, for ECC and Board meetings. We all live in houses with food, when we could all bring our own snacks. It seems like a lot to spend.

Lain: If we bring food from our houses, we're taking it from the house accounts. It might put more of a burden on the houses.

Jac: I agree that there is a lot of money spent at the Board Retreat and it's nice, but we probably don't need it.

Susana: This is like a budgeted \$800 and having some buffer to give to other items is important to budget.

Noreen: I have a question about the audit and professional expertise. It seems like in 2017 -2018 is a lot higher than the years before.

Ashleigh: Most of that was:

- 1) Additional legal expenses from Spring last year (a fiscal year is June-May)
- 2) The other expense was the racial equity training with Martha. Those historically haven't really been charges in the past, and now Laura is trained with Martha, so I don't foresee that expense happening anymore.

Olivia: What is the \$1000 for meeting facilitation?

Lain: We stopped having professional meeting facilitators this semester, but we could still budget to have an outside facilitator. This is maybe something we could consider doing for food as well this year. It's better to have extra money if we need it instead of not budgeting for it. I think we should still self-facilitate, but have the money allocated for a professional in case we have a particularly contentious meeting.

Monze: This is a first look. We'll need a good estimate (rough is ok) to put into the final budget.

Mekenna: For me personally, I want to know more about what the consultant entails, especially if we're going to be spending more money on this consultant.

Tristan: I've heard mixed reviews about Mission Capital and their consulting. At the same time, I do think an outside perspective is important.

Monze: Since we don't have to approve it today, is there anything that needs to be changed right now?

Ashleigh: I'm hearing, questions on governance consulting, food expense reduction. [I can work with Monze and draft some new numbers.](#)

Mekenna: I would be interested in continuing to build a discussion on Loomio between now and then to get some history on governance consulting.

JT: Putting money in the budget doesn't necessarily mean that we are approving whatever consultants we have right now. We could try not having food at the next meeting and seeing what people think before changing the budget.

9. POLICY MONITORING

7:26

Time Allotted 15 mins/time spent 10 mins.

Policy Monitoring Overview pg 42

B2 – Business Planning & Financial Budgeting

B4 – Member Rights & Responsibilities

Lain: Policy monitoring explanation. We ensure staff is staying true to policies. Staff gets policies from us, they read them, interpret, and report themselves as in compliance or noncompliance. If they are in noncompliance, staff explains what it was, why it happened, and what their plan is to be in compliance next time.

Ashleigh: Business Planning and Financial Budgeting- B2

I monitored this for the first time as executive director. I found that the policy (pg 47) is really focused on long term financial budgeting and is missing references to the Strategic Plan. I would recommend an update to mention the Strategic Plan and to change “business planning” to “strategic planning” [I can put something together for y'all to start with.](#)

The Board never approved an operating budget last year, so we are in noncompliance there. We spent 3 meetings going through the budget but it never got approved, as things never got back on a governance track in the fall of 2017 and spring 2018.

MOTION: Approve B2 Policy Monitoring
Motioned: Will
Seconded: Monze
VOTE: 11-0-1 ➡ **MOTION PASSES**

B4: Membership Rights And Responsibilities

7:36

Ashleigh: I ran out of time to give this as much thought as I would have liked. I want call attention to the exit survey. This is something the Board has not historically seen, and I want to echo how important fixing the houses will be. We've seen from the survey that there are some rooms where the conditions have been difficult. I do think Staff is doing their best, but from the perspective of paying for what you are getting, the facilities improvements will be important.

MOTION: Accept B4
Motioned: Will
Seconded: Olivia
VOTE: 12-0-0 ➡ **MOTION PASSES**

10. MEETING SUMMARY

7:45

Time allotted 5 mins/Time spent 18 mins.

Noreen: For the checkouts, touch on either

1. 3 Accomplishments of ICC Austin
2. 3 things we're working on right now in our organization
3. 3 things are we looking forward to

Ben: Thumb poll and discussion about space for future meetings.

Ben: I'm looking forward to improving Summer occupancy.

Jac: I liked going over the financial information and appreciated the training. I'm looking forward to external fundraising and where that goes.

Tristan: ICC has set up a great system of independent houses, great thing. This and the Board allows for checks and balances.

Maria: I like that ICC has increased the amount of need-based financial aid recipients

Monze: I look forward to our meeting at Avalon, and seeing how Ruth Schulze will change the culture of ICC

Will: The fact that we laid the foundation for Ruth Schulze is a huge accomplishment. I'm working on talking to Arrakis about the pet issue and looking forward to Ruth Schulze/

Olivia: Reorganization of policy to include the Strategic Plan is a small but mighty accomplishment. We are working on Ruth Schulze. In the future, I would like to see us raise external funds.

Mekenna: Interesting meeting. One accomplishment is that we developed and approved the Strategic Plan. Working on-developing Ruth Schulze. I'm looking forward to getting external funding.

JT: I'm excited at the prospect of historical society funding. One accomplishment is that ICC still exists (over 50 years). This cannot happen without a lot of hard work.

Susana- Good meeting. I think a major accomplishment is that ICC survived 2018 and grew from it. We moved past it and are working on reorganizing and getting back on track to community leadership. I'm excited to see how we survive the next 10 years.

Ashleigh: Great meeting. Accomplishments: our racial equity workshops, excited for Laura to take that to the membership. We are working on trying to learn about fundraising and how that will look. I'm looking forward to Ruth Schulze opening.

Noreen: I'm proud of the Ruth Schulze foundation, and I'm glad we're working on focusing on students receiving need-based financial aid. I'm looking forward to restructuring and how the organization is growing and changing.

Lain: I'm proud of the increased conversation about accessibility. I'm looking forward to restructuring the organization over the next year in a way that will help us survive this changing market and the changing structure of West Campus and student housing.

Claire: One accomplishment is being a self-reflective organization. we're working on a conversation around substance free/respectful use. I'm looking forward to Ruth Schulze opening.

11. ADJOURN

8:03

Tasking Summary

1. Ashleigh: Work with Monze to draft new budget
2. Ashleigh- "Strategic Planning" to B2- addition- draft language on Loomio

ECC Payment Summary - Fall 2018

| Name | September | | October | | November | | December | | Totals | |
|---------------|----------------|-----------|-----------------|-------------|----------------|-----------|---------------|---------|-----------------|-------------|
| | Hours | Pay | Hours | Pay | Hours | Pay | Hours | Pay | Hours | Pay |
| Lain | 32 hrs 0 mins | \$ 320.00 | 44 hrs 0 mins | \$ 440.00 | 16 hrs 0 mins | \$ 160.00 | none reported | | 92 hrs 0 mins | \$ 920.00 |
| Julia | 13 hrs 20 mins | \$ 133.33 | 16 hrs 10 mins | \$ 161.66 | 10 hrs 45 mins | \$ 107.50 | none reported | | 40 hrs 15 mins | \$ 402.49 |
| Susana | 22 hrs 56 mins | \$ 229.33 | 19 hrs 19 mins | \$ 193.33 | 7 hrs 10 mins | \$ 71.70 | none reported | | 49 hrs 25 mins | \$ 494.36 |
| Ben | 5 hrs 30 mins | \$ 55.00 | 23 hrs 30 mins | \$ 235.00 | 6 hrs 40 mins | \$ 66.70 | 30 mins | \$ 5.00 | 35 hrs 10 mins | \$ 361.70 |
| Totals | 73 hrs 46 mins | \$ 737.66 | 102 hrs 59 mins | \$ 1,029.99 | 40 hrs 35 mins | \$ 405.90 | 30 mins | \$ 5.00 | 216 hrs 50 mins | \$ 2,178.55 |

ECC Payment Summary - Spring 2019

| Name | January | | February | | March | | April | | Totals | |
|---------------|----------------|-----------|----------------|-----------|-------|-----|-------|-----|-----------------|-------------|
| | Hours | Pay | Hours | Pay | Hours | Pay | Hours | Pay | Hours | Pay |
| Lain | 19 hrs 0 mins | \$ 190.00 | 18 hrs 30 mins | \$ 185.00 | | | | | 37 hrs 30 mins | \$ 375.00 |
| Ben | 13 hrs 45 mins | \$ 137.50 | 18 hrs 45 mins | \$ 187.50 | | | | | 32 hrs 30 mins | \$ 325.00 |
| Monze | 5 hrs 0 mins | \$ 50.00 | 15 hrs 45 mins | \$ 157.50 | | | | | 20 hrs 45 mins | \$ 207.50 |
| Noreen | 12 hrs 15 mins | \$122.50 | 13 hrs 45 mins | \$ 137.50 | | | | | 26 hrs 0 mins | \$ 260.00 |
| Totals | 50 hrs 0 mins | \$ 500.00 | 66 hrs 45 mins | \$ 667.50 | | | | | 116 hrs 45 mins | \$ 1,167.50 |

ECC Timesheets – February 2019

| LAIN | ECC | | | | | |
|-------------|------------|----------|----------|-----------|---------------|---|
| Date | Start Time | End Time | Time | Committee | Meeting | Tasking |
| 2/1/19 | 12:00 PM | 12:15 PM | 0:15:00 | ECC | | Board Retreat Preparation |
| 2/2/19 | 11:50 AM | 5:00 PM | 5:10:00 | ECC | Board Retreat | |
| 2/7/19 | 5:45 PM | 8:15 PM | 2:30:00 | ECC | Board | |
| 2/14/19 | 4:00 PM | 5:15 PM | 1:15:00 | ECC | | Preparation/Tasking |
| 2/14/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| 2/17/19 | 8:30 PM | 9:30 PM | 1:00:00 | ECC | | Preparation for discussions |
| 2/21/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | Board | |
| 2/25/19 | 6:00 PM | 7:30 PM | 1:30:00 | ECC | | Emails and tasking for ECC |
| 2/26/19 | 1:00 PM | 2:20 PM | 1:20:00 | ECC | | Phone conference with NASCO about Institute + work on topic |
| 2/26/19 | 3:30 PM | 5:00 PM | 1:30:00 | ECC | | Preparation for meeting + discussion with Ashleigh |
| | | | 0:00:00 | | | |
| | | | 0:00:00 | | | |
| Total Time: | | | 18:30:00 | x \$10 = | | \$185.00 |

| Ben | ECC | | | | | |
|-------------|------------|----------|----------|--------------|---------------|---|
| Date | Start Time | End Time | Time | Committee | Meeting | Tasking |
| 2/1/19 | 12:00 PM | 12:15 PM | 0:15:00 | ECC | | Discussion with Ashleigh for Board Retreat |
| 2/2/19 | 11:30 AM | 5:00 PM | 5:30:00 | ECC | Board Retreat | |
| 2/5/19 | 2:15 PM | 2:40 PM | 0:25:00 | ECC | | Scheduling meeting with Union Staff/meeting with Yvonne |
| 2/6/19 | 2:45 PM | 3:05 PM | 0:20:00 | ECC | | Required meeting with Union staff to reserve rooms |
| 2/7/19 | 5:30 PM | 8:15 PM | 2:45:00 | ECC | Board | Meeting with pre-meeting with Ashleigh and ECC |
| 2/14/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| 2/17/19 | 8:30 PM | 9:30 PM | 1:00:00 | ECC | | Creating Legal Training for Board |
| 2/21/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | Board | |
| 2/25/19 | 12:45 PM | 1:15 PM | 0:30:00 | ECC / NomCom | | Emails and tasking for NomCom and ECC (Re: Room Reservations) |
| 2/25/19 | 5:20 PM | 5:35 PM | 0:15:00 | ECC | | Updating room reservations |
| 2/26/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| 2/27/19 | 2:15 PM | 3:15 PM | 1:00:00 | ECC | | Drafting ECC Report |
| 2/27/19 | 3:15 PM | 4:00 PM | 0:45:00 | NomCom | | Drafting Mission Capital posting, planning for meeting |
| | | | 0:00:00 | | | |
| | | | 0:00:00 | | | |
| Total Time: | | | 18:45:00 | x \$10 = | | \$187.50 |

| MONZE | ECC | | | | | |
|-------------|------------|----------|----------|-----------|---------------|---|
| Date | Start Time | End Time | Time | Committee | Meeting | Tasking |
| 1/31/19 | 7:00 PM | 8:00 PM | 1:00:00 | ECC | | Attend West Campus Neighborhood Association meeting |
| 2/2/19 | 11:30 AM | 5:00 PM | 5:30:00 | ECC | Board Retreat | |
| 2/7/19 | 5:30 PM | 8:00 PM | 2:30:00 | ECC | Board | |
| 2/14/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| 2/21/19 | 2:30 PM | 3:15 PM | 0:45:00 | ECC | | Quick Treasurer Orientation |
| 2/21/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | Board | |
| 2/26/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| | | | 0:00:00 | | | |
| | | | 0:00:00 | | | |
| Total Time: | | | 15:45:00 | x \$10 = | \$157.50 | |

| NOREEN | ECC | | | | | |
|-------------|------------|----------|----------|-----------|---|--|
| Date | Start Time | End Time | Time | Committee | Meeting | |
| 1/31/19 | 7:00 PM | 8:00 PM | 1:00:00 | ECC | Attend West Campus Neighborhood Association meeting | |
| 2/2/19 | 12:00 PM | 5:00 PM | 5:00:00 | ECC | Board Retreat | |
| 2/7/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | Board Retreat | |
| 2/14/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC | |
| 2/21/19 | 6:45 PM | 8:00 PM | 1:15:00 | ECC | Board Meeting | |
| 2/26/19 | 6:00 PM | 8:00 PM | 2:00:00 | ECC | ECC Meeting | |
| 2/28/19 | 3:00 PM | 3:30 PM | 0:30:00 | ECC | posted Feb 21st minutes to Loomio, added Board Reps to slack, sent Laura Marshall email | |
| | | | 0:00:00 | | | |
| | | | 0:00:00 | | | |
| Total Time: | | | 13:45:00 | x \$10 = | \$137.50 | |

Spring 2019 General Membership Meeting Draft Agenda

UPC Youth Room (2203 San Antonio)

Theme: Mixer ;-)

2:00 - Welcomes + Icebreaker

2:15 - President + ED

2:25 - Invitation to run for ECC

2:30 - Mixer activity¹

Four different groups (all mixed up) meet, do an activity, talk about ideas, guerrilla workshops, free-form networking, etc.

3:00 - Break

3:10 - ECC Officer candidate introductions²

3:30 - Meeting wrap-up + Evaluations

3:40 - Attendance trophy + Group picture

3:50 - Adjourn & Food

¹ Groups are all different, mixed via symbols on your name tag that were pre-drawn on.

² Potential candidates will have an outline of intro info they can share in case someone decides on the spot to run. They also have the option of answering the questions on a sheet of paper and having an ECC member introduce them (if public speaking isn't their thing for whatever reason- they have another option!)

ICC Austin
Draft Board of Directors Budget
FY 2019-20 through 2022-23

| | Actual FY 14/15 | Actual FY 15/16 | Actual FY 16/17 | Actual FY 17/18 | Forecast FY 18/19 | Budget FY 19/20 | Budget FY 20/21 | Budget FY 21/22 | Budget FY 22/23 | |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|--------------------|--|
| Financial Consulting | - | - | - | 173 | 300 | 300 | 300 | 300 | 300 | |
| Equity/Racial Justice Consulting | - | - | - | 10,359 | 3,094 | - | - | - | - | - Dr. Martha Ramos-Duffer |
| Legal & Contingency | - | 188 | - | 1,875 | 8,250 | 5,000 | 5,000 | 5,000 | 5,000 | contingency for Board consulting as-needed |
| Governance Consulting | 10,570 | 9,162 | 3,425 | - | 2,415 | - | - | - | - | CDS Consulting Co-op |
| Audit | 6,000 | 7,000 | 7,350 | 7,600 | 7,800 | 8,000 | 8,200 | 8,400 | 8,600 | Wegner CPA historic and projected costs |
| 1 Auditor & Professional | 16,570 | 16,350 | 10,775 | 20,007 | 18,465 | 13,300 | 13,500 | 13,700 | 13,900 | |
| Monthly Stipend | 4,850 | 5,050 | 4,700 | 6,275 | 2,000 | - | - | - | - | stipend increase 17/18; officer compensation policy changed Sept 2018 |
| Hourly Pay | - | - | - | - | 5,000 | 7,200 | 7,200 | 7,200 | 7,200 | 4 officers @ \$200/month for 9 months; |
| Payroll Tax & Unemployment Expense | - | - | - | - | 1,250 | 1,800 | 1,800 | 1,800 | 1,800 | 0.25% of hourly pay (new expense) |
| 2 Board Officer Compensation | 4,850 | 5,050 | 4,700 | 6,275 | 8,250 | 9,000 | 9,000 | 9,000 | 9,000 | |
| Board Retreat Expenses/Dinner | 1,445 | 1,234 | 458 | 1,523 | 1,200 | 800 | 800 | 800 | 800 | assumes only 2 board retreats annually (fall/spring) |
| Board Meeting Snacks & Misc | 464 | 783 | 764 | 599 | 1,000 | 800 | 800 | 800 | 800 | no change from average (bump in FY 18/19 due to having to rent space for Sept meeting) |
| Meeting Facilitation | 835 | 845 | 1,160 | 1,860 | 360 | 1,000 | 1,000 | 1,000 | 1,000 | board meetings only |
| Meeting Minutes | 68 | - | - | - | 900 | 900 | 900 | 900 | 900 | board and ecc minutes |
| ECC Dinner/Food | 426 | 211 | 611 | 967 | 600 | 300 | 300 | 300 | 300 | assumes meetings only Sept-May |
| Loomio & Board Admin | - | - | - | - | 290 | 300 | 300 | 300 | 300 | electronic coordination/communication system approved by Board |
| Committee Food & Misc | 200 | - | 540 | 262 | 200 | 200 | 200 | 200 | 200 | ad-hoc work; contingency |
| 4 Board Meeting Expenses | 3,438 | 3,073 | 3,533 | 5,211 | 4,550 | 4,300 | 4,300 | 4,300 | 4,300 | |

ICC Austin
Draft Board of Directors Budget
FY 2019-20 through 2022-23

| | Actual | Actual | Actual | Actual | Forecast | Budget | Budget | Budget | Budget |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | FY 14/15 | FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | FY 20/21 | FY 21/22 | FY 22/23 |
| 1 Auditor & Professional | 13,570 | 16,350 | 10,775 | 21,354 | 22,000 | 13,300 | 13,500 | 13,700 | 13,900 |
| 2 Board Officer Compensation | 4,850 | 5,050 | 4,700 | 6,275 | 8,250 | 7,200 | 7,200 | 7,200 | 7,200 |
| 2 Employment Taxes | - | - | - | - | 1,100 | 1,800 | 1,800 | 1,800 | 1,800 |
| 3 Board Officer Training | 4,296 | 4,902 | 3,821 | 608 | 300 | 500 | 500 | 500 | 500 |
| 4 Board Meeting Expenses | 3,438 | 3,073 | 3,533 | 5,211 | 4,550 | 4,400 | 4,400 | 4,400 | 4,400 |
| General Membership Meetings | 2,384 | 2,802 | 3,821 | 3,550 | 2,500 | 3,200 | 3,200 | 3,200 | 3,200 |
| 5 Directors & Officers Insurance | 1,645 | 7,128 | 4,930 | 2,175 | 2,300 | 2,300 | 2,300 | 2,300 | 2,300 |
| Governance | 30,183 | 39,305 | 31,580 | 39,173 | 41,000 | 32,700 | 32,900 | 33,100 | 33,300 |

1 annual audit, legal, human resource consultants, etc. Assumes audit costs increase per historic trend

2 \$200/month - 4 Board Officers - 9 months (Sep-May); new officer compensation policy resulted in new payroll & unemployment taxes

3 Previously out-of-town/out-of-state conferences but Board opted for alternative. Cost includes local training w/Mission Cap & 2 ECC retreats

4 Meeting facilitation, refreshments, and other miscellaneous expenses to foster great Board and committee meetings

5 D&O insurance commensed in March 2015; we are now able to get far cheaper, but equally appropriate insurance for an ICC Austin-sized company

2019-2020 Board Meeting Schedule

August

- 20th → ECC training, Board Essentials workshop at Mission Capital
- 27th → ECC retreat & fall planning session

September

- 14th → Board retreat w/ racial equity training
- 19th → Board meeting

October

- 10th → Board meeting
- 24th → Board meeting
- 26th → GMM

November

- 7th → Board meeting
- 21st → Board meeting

January

- 20th → ECC spring planning session

February

- 1st → Board retreat (racial equity depending on turnover)
- 6th → Board meeting
- 20th → Board meeting

March

- 5th → Board meeting
- 26th → Board meeting
- 28th → GMM

April

- 9th → Board meeting
- 30th → Board meeting

ICC Austin – Current Board Committees

| Committee | Make-up | Role |
|--|--|---|
| Executive Coordinating (ECC) | 4 board officers | <ul style="list-style-type: none"> • Plan and prepare for board meetings • Prepare for and lead discussions at Board meetings • Regularly assess board performance and make recommendations for changes and ways to improve • Ensure connection between board & operations is effective |
| GMM Committee | Chair / co-chair + Board members | <ul style="list-style-type: none"> • Plan fall & spring general membership meetings • Develop ideas for meaningful and engaging membership discussions • Develop a draft agenda and present to the board for approval • Provide logistical, day-of support to ensure a successful GMM |
| Bylaws Committee | Chair + Board members + members | <ul style="list-style-type: none"> • Research and recommend changes to the ICC Austin Bylaws • Draft proposed changes & present to the Board for approval • Facilitate general membership vote of changes |
| Audit Committee | Chair + Board members | <ul style="list-style-type: none"> • Select and recommend a CPA firm to conduct ICC Austin’s annual audit • Meet with auditors during the annual visit • Coordinate phone conference for Board to discuss final audit |
| Nominations & Recruitment (NomCom) | Chair + Board members | <ul style="list-style-type: none"> • Recruit well-qualified candidates to run for Board officer positions and community trustee • Identify processes for encouraging houses to elect well-qualified board representatives • Oversee candidate election processes |
| Committee for Combatting Oppression (CCO) | Chair / co-chair + Board members + members | <ul style="list-style-type: none"> • Promote education opportunities and trainings to learn about systemic oppression • Identify oppressive environments within ICC Austin and create methods for combating those problems • Reinforce ICC Austin’s mission of equality and social responsibility |
| ED Evaluation Committee | Chair + Board members | <ul style="list-style-type: none"> • Coordinate the evaluation of ICC Austin ED • Additional roles TBD – Committee starts this spring |

Proposed Board Committees

| Committee | Make-up | Suggested Role (Starting point only) |
|--|------------------|---|
| Executive Coordinating (ECC) | 4 board officers | <ul style="list-style-type: none"> ● Plan and prepare for board meetings ● Prepare for and lead discussions at Board meetings ● Regularly assess board performance and make recommendations for changes and ways to improve ● Ensure connection between board & operations is effective |
| Governance Committee (Bylaws, NomCom) | Chair + members | <ul style="list-style-type: none"> ● Ensure effective governance by reviewing and maintaining Board policies, recruiting Board officers and community trustees, reviewing & making recommendations for Bylaws changes, Board evaluation, lead ED evaluation |
| Finance & Operations (Audit) | Chair + members | <ul style="list-style-type: none"> ● Coordinate annual audit, provide input on draft budget, review and provide input for operational policies, support operational progress towards strategic plan goals |
| Member Engagement (GMM) | Chair + members | <ul style="list-style-type: none"> ● Maintain member engagement framework by ensuring adequate levels of involvement available to members across organization, support operational progress towards strategic plan goals, review & monitor exit survey results, could also include an education component |
| Culture & Democracy (CCO, GMM) | Chair + members | <ul style="list-style-type: none"> ● Responsible for promoting effective dialogue throughout the organization, review and maintain core values, determine strategies to promote healthy, democratic process for ICC-wide conversations |

College Houses Board Committees

| Committee | Role (from College Houses Rules of Operations) |
|--|--|
| Executive Committee | <ul style="list-style-type: none"> ● Composed of the Board Chair, Board Secretary, Board Treasurer, and the chair of each standing committee. ● Is responsible for conducting Board affairs in the intervals between meetings, dealing with matters of urgency that may arise between Board meetings. ● Coordinates the annual performance review of the Executive Director. ● Maintains the College Houses Employee Handbook. ● The Executive Committee members (individually or collectively) are encouraged to work collaboratively with the Executive Director in developing the overall staffing structure, hiring, compensation levels, performance management, employee development, disciplinary action, and employee terminations. |
| Finance Committee | <ul style="list-style-type: none"> ● Reviews & Reports on Budgets ● Reviews Financial Statements & Variance Reports ● Approves Facilities Supplemental Requests ● Oversee Investments and Investment policies ● Selects Auditor and receives audit reports ● Evaluates reserve funds and recommends levels ● Develops long term projections (5 year budgets) and makes rent recommendations ● The role of the Finance Committee is to manage the financial resources of College Houses by developing and monitoring budgets (long & short term), reviewing financial statements and variance reports, approving supplemental funding requests, overseeing investments, selecting the auditor and reviewing audit reports, and managing reserve funds. |
| Facilities & Operations Committee | <ul style="list-style-type: none"> ● Ensures that buildings, grounds, utilities, amenities and infrastructure are adequately supporting the vision and mission of College Houses. ● Ensure that all applicable federal, state and local safety standards are in compliance. ● Evaluate the facilities space usage, logistics and member labor as they relate to both current and future needs of the organization. ● Make recommendations to Finance committee on proposed capital improvement, operations, and maintenance projects. Consult Finance committee on future line item budgets. ● Evaluate the feasibility and effectiveness of all proposed supplemental requests. Approve or deny such requests. ● Work vigorously to always improve building maintenance and operations through both planned preventative maintenance and interior/exterior custodial maintenance. ● Work in accordance with CH Bylaws and Rules of Operation and recommend changes to ROO when necessary to improve or meet new standards of safety, maintenance and operations within CH. |

College Houses Board Committees

| | |
|--|--|
| Governance Committee | <ul style="list-style-type: none">• Maintains the College Houses Rules of Operation.• Edits and reviews changes to organizational policies to ensure consistency of policies and their application across contracts, bylaws, rules of operation, and house policy manuals. |
| Strategic Initiatives Committee | <ul style="list-style-type: none">• Plan College Houses wide events.• Raises awareness of College Houses as a housing option for students.• Monitors and reviews College Houses events, education initiatives, recruitment efforts, retention efforts, marketing and communications.• Provides protocol for building and maintaining relationships with community partners.• Oversees and provides direction for education initiatives to support and empower members. |

Board Committees: An Overview

- > Established to manage specific aspects of the board's overall duties.
- > The need for and types of committees depend on the size and needs of the organization.
 - **Standing Committees:** permanent, work is ongoing (finance committee, nominating committee, etc.)
 - **Ad Hoc Committees:** temporary, work is for a specific and time-limited purpose (strategic planning committee, capital campaign committee, etc.)

Board Leadership: The Executive Committee

- > **Chair/President:** oversees the work of the entire board and committees, leads meetings, ensures adherence to bylaws, prepares Chair-Elect
- > **Vice-Chair/President-Elect:** support and back-up for chair, usually the Chair/President-Elect
- > **Treasurer:** compiles and shares budgets, financial statements and other financial information, acts as signee for bank accounts and large checks
- > **Secretary:** maintains records of board discussions and actions and makes info available to others

Common Committees:

- > **Executive:** All leadership positions, including key committee chairs. Provides oversight to all board activities, "go to" members for the ED.
- > **Governance:** Charged with ensuring effective governance, mainly through nominations of new members, policy review and development and board evaluation.
- > **Development:** Oversees and guides fundraising, especially in terms of board's involvement.
- > **Program:** Monitor and strengthen programs and services. Members have expertise in program delivery.
- > **Finance:** Headed by treasurer, monitors and advises on financial matters, ensures fellow members are informed on financial issues.
- > **Marketing/Communications:** Guides external communications and organization's development and programs

NOTES