October Governance Committee Notes

Gwen Allen <gwen@centralcoloradotitle.com>
Fri 10/20/2023 3:24 PM

To:Tessa Lance <tessa@bgcchaffee.org>
Cc:director bgcchaffee.org <director@bgcchaffee.org>

Tessa, Duncan asked me to send the October Summary Notes for the Governance Committee and I think inclusion of a pdf of this email chain is the best way to capture that. Thank you.

From: Duncan Campbell <dhcampbell55@gmail.com>
Sent: Friday, October 20, 2023 11:06 AM
To: Gwen Allen <gwen@centralcoloradotitle.com>; cpearsemd@aol.com; blsteets@hotmail.com; 'Amy Dennis' <akdennis42@gmail.com>; 'Duncan Campbell' <dhcampbell55@gmail.com>
Subject: RE: Governance Committee Follow Up

Gwen, thank you for the updates. I agree we should request Tessa go ahead and create links for the Board materials called out in the table of contents per Carlton's suggestion. I know Brian prioritizes Tessa's work load but we need to request this action to get this "Board Handbook binder" and the calendar on her list. Board approval is not required

Duncan

From: Gwen Allen <gwen@centralcoloradotitle.com>
Sent: Tuesday, October 17, 2023 10:09 AM
To: Duncan Campbell <dhcampbell55@gmail.com>; cpearsemd@aol.com; blsteets@hotmail.com; 'Amy Dennis' <akdennis42@gmail.com>
Subject: RE: Governance Committee Follow Up

Thank you Duncan. I'm including the last "update" with comments to the board packet for ease of reference, and wanted to let everyone know that I have confirmed the EC and Committees (items 2, 3 and 4 below) but am keeping Emeritus Member confirmation on the Board Agenda for 10/30. Before uploading notes/minutes (and updated board packet with links?) to the Board Page/Dashboard, I had a couple of other thoughts that I hoped perhaps we could address via email, if you could let me know your thoughts on the following:

  Website stuff – board area
          The Needs Statement and DEI Draft Statement seem to me to be in a strange spot – think about organization and where/how we're integrating what used to be the "Board Binder" and a Board Calendar

I think we need to get something in place ASAP for staffs use in connection with certain grant applications for the Diversity/Inclusion Policy and my proposed changes to what we had done in Feb – May are attached here. I'd like to seek approval from Governance Committee to adopt/post these as modified, understanding that the language and metrics are ever-evolving for this. If you have objections or further changes, please let me know, otherwise I'll circle back with Duncan on how best to share with the Board (I don't think we need specific Board approval?) and with Brian and Tessa to get that posted in a spot that makes sense on the Board Page.

I'm inclined to ask Tessa to go ahead and create the links for the Board Materials (attached again here with tracked changes/questions/suggestions for ease of reference) even if the questions/comments still show, understanding that those are evolving documents that we're hoping for Board feedback on, but please let me know if you disagree or have other suggestions on that.

Let me know your thoughts or if we should have a follow up call or meeting to discuss, either before the Oct. 30 board meeting or after…THANK YOU ALL!!!

From: Duncan Campbell <dhcampbell55@gmail.com>
Sent: Sunday, October 15, 2023 5:30 PM
To: Gwen Allen <gwen@centralcoloradotitle.com>; 'Duncan Campbell' <dhcampbell55@gmail.com>; cpearsemd@aol.com; blsteets@hotmail.com; 'Amy Dennis' <akdennis42@gmail.com>

Cc: 'Duncan Campbell' <dhcampbell55@gmail.com>
Subject: Governance Committee Summary notes from October 9th 9am MST

Greetings,

Here are my summary notes from our October 9th meeting and Gwen's attachment with her comments/edits/

Governance Committee Summary notes from October 9th:

1. Present: Duncan (Committee Chair), Gwen, Amy, Carlton and Brian.
2. **New business**: Succession planning for 2024: Confirm the Committee Chairs and Emeritus board members and EC. EC terms are for 12 months that can be extended/
3. Committee Chairs that need to be confirmed for next year: Facilities (Dustin); Finance (Jan), Investment (John McGowan or Jared Buchan?); BV Capital Campaign (Cara and Scott); RD (Marji); Safety (Mitch); Governance (Gwen) and Programs (Brian). Gwen has the action to confirm with the chairs if they are signed up for 1 more year including how Jan wants to handle the Investment Committee for 2024.
4. The EC is now: Board Chair (Gwen); Vice Chair (Cara); Treasurer (Jan), Secretary (Deb). Gwen to confirm with Jan & Deb that they are good with 1 more year.
5. Emeritus members to be confirmed for the October 30th Board meeting: Amy, Irv, Gloria, Oren, Scott, Karen, Duncan, Jack, Jeanine Z and Marilyn Box (?).
6. Duncan needs to send the Committee the previous list of potential new board members with associated skill areas to have us develop a candidate Board member pool. Duncan has the action.
7. **Old business:** Governance committee needs to review the attached document on the BGCCC Handbook including the Policy & Procedures. Per Gwen's note below, we want to proceed with Carlton's suggestion to include links for the table of contents to make it much easier to navigate, track and use. It was suggested that we can get Brian's staff (Tessa?) to help us insert the links once the document has been reviewed.
8. Once our notes are finalized then Tessa ca upload the notes to the Board page. Duncan needs to send Tessa all previous notes for 2023.

Thoughts/comments?

Thank you,
Duncan

From: Gwen Allen <gwen@centralcoloradotitle.com>
Sent: Thursday, October 12, 2023 2:25 PM
To: Duncan Campbell <dhcampbell55@gmail.com>; director@bgcchaffee.org; cpearsemd@aol.com; blsteets@hotmail.com; Amy Drengler <amy.drengler@highcountrybank.net>
Subject: Governance: BGCCC Handbook refresh & edits including the Policy & Procedures

Carlton's idea to convert the "Table of Contents" to essentially an area of the Board webpage or dashboard that links to each individual item listed there was an excellent one (thank you!) and my comments in the single pdf are largely to track that intent and to think about where we already have certain of that information on the website so that we don't have to duplicate the same thing multiple times – especially items (such as board member or committee lists, impact statements, etc.) that will be updated regularly over time…I added my notes/questions/suggestions in tracked changes that should show in italics on top of the tracked changes in red from Duncan's last version (mine are shown here in italics – the color differentiation isn't showing up very well). Thanks!