



## MEMBERSHIP COMMITTEE

### AGENDA

Thursday, June 4, 2020 - 12:00 pm-1:00 pm

<https://wvc.zoom.us/j/4675301522>

#### CALL TO ORDER

1) **CONSENT AGENDA**

A. May 2020 Minutes

2) **OLD BUSINESS**

A. Board Slate 2020

3) **NEW BUSINESS**

A. Board Retreat

B. Board Development Procedures

i. Board Recruitment

ii. At-Large Member Selection & Approval

4) **OTHER BUSINESS**

A. Report to the Full Board

#### ADJOURNMENT

#### Upcoming Events:

Board Orientation & 2019-20 Review – August TBD

Board Retreat – September TBD

#### Upcoming Meetings:

Events & Outreach Committee – June 4

Executive Committee – June 8

Full Board – June 15

Budget & Finance Committee – July 7

Membership Committee – N/A

Board Portal: [www.wvc.edu/boardportal](http://www.wvc.edu/boardportal)



## MEMBERSHIP COMMITTEE

### MINUTES

May 7, 2020

Via Zoom

**MEMBERS PRESENT:** Beverly Jagla, Sara Lippert, Lise Louer

**STAFF PRESENT:** Holly Bernard-Jones, Rachel Evey

Meeting called to order 12:03 pm.

#### 1) CONSENT AGENDA

- A. March 2020 minutes approved by consent.

#### 2) OLD BUSINESS

- A. Committee Purpose: Group discussed and recommends a new process for reviewing potential board members: 1) Executive Committee review referrals; 2) Rachel Evey and board members interview recruits; 3) Executive Committee followed by full Board review of applications for approval.

Committee discussed Executive Committee taking on recruitment and assign one At-Large Member to oversee recruitment and board buddy program. Committee members agreed to formally dissolve Membership Committee.

#### 3) NEW BUSINESS

- A. Board Member Applications: Group reviewed and discussed each applicant. Committee recommended four applicants: Jordan Jessup, Barry Leahy, Lyle Markhart, and Brett Peterson to board for approval. Committee agreed Rachel Evey should meet with applicant Xavier Arinez before recommendation to board.
- B. Board Term Review: Group reviewed slate of board members. Committee discussed process for filling vacancies on Executive Committee. Discussion will continue at June committee meeting and a new process will be recommended.

#### 4) OTHER BUSINESS

- A. Report to the Full Board
  - i. Dissolution of Membership Committee
  - ii. Recommendation of recruitment duties move to Executive Committee
  - iii. Recommendation of new board members

Meeting adjourned at 12:55 pm.

Meeting minutes prepared by Holly Bernard-Jones.



## Slate of Board Members

### Actions

#### Executive Committee: Officers

- I. President, Ron Lodge, Term 2020-21
- II. Vice President, Beverly Jagla, Term 2020-21
- III. Secretary/Treasurer, Brenda Alcala, Term 2020-21

#### Executive Committee: At-Large

- IV. At-Large Member, VACANT, Term 2020-22
- V. At-Large Member, Don Gurnard, Term 2020-22

#### Renewing Board Members: Term 2020-23

- I. Tamara Dezellem
- II. Don Gurnard

### Information Only

#### Committee Chairs

- I. Budget & Finance Committee, Brenda Alcala
- II. Events & Outreach Committee Chair, VACANT
- III. Membership Committee, Beverly Jagla

#### Concluding Board Members

- I. Barbara Carrillo
- II. Sara Lippert
- III. Lise Louer

#### New Board Members: Term 2020-23\*

- I. Xavier Arinez, CVCH
- II. Jordan Jessup, BHHS-Jessup Real Estate
- III. Barry Leahy, construction management
- IV. Lyle Markhart, retired Link Coach Operator
- V. Brett Peterson, DA Davidson

*\*Approved at the May 18, 2020, board meeting.*



## Board Development Procedure

### Board Recruitment

A member of the Executive Committee will be the “point person” for board members and staff to refer to for board recruitment.

1. Staff prepares a list of potential board members based on referrals and recommendations.
2. The Executive Committee or an ad-hoc committee will review the list of referrals and recommendations along with the current board matrix. From this list, individuals will be recommended for interviews. When considering which potential board members to interview, the diversity and inclusivity of the board makeup will be considered.
3. The executive director and a current board member will meet with the recruit to interview their interest and experience. They will also share information about the foundation and expectations for board members.
4. Based on the outcome of the interview, recruits will be invited to complete an application to join the board.
5. The Executive Committee will review the applications received. The committee will then recommend new board members to the full board for approval.
6. New terms will begin in July of each year. It is recommended to approve new members at the May meeting of each year.

### At-Large Member Selection & Approval

1. The full board will be informed of vacant at-large positions by **MONTH**. Board members interested in volunteering for an at-large position should notify the president or executive director. Board members may also be recommended to the executive committee.
2. Interested members and recommended members will be reviewed by the president and the executive director.
3. The president will contact the potential members to assess availability and interest then make a recommendation to the executive committee.
4. The executive committee will review the at-large candidates and make a recommendation to the board.
5. The board of directors will review the at-large member recommendation as a part of the annual slate for approval.
6. **At-large members may be considered for the vice president role. It is recommended for a board member to serve at least one year as an at-large member before being approved as the vice president.**

## Annual Slate

At the June meeting each year, the board of directors will review the slate for the following year. The slate will include:

1. Executive committee members
2. Renewing board members
3. Committee chairs
4. Concluding board members
5. New board members