Board Retreat Action Items
Board Session on September 14, 2024

The following Action Items are intended to improve communication and accountability within the board and with Administration and to support Board participation:

1. **Action: Implement an "Action List"** - Create a separate document "Action List **";** review and update at the end of each board meeting during a dedicated time; include Motions and/or Actions to be completed; date assigned; lead person; timeline for completion.

2. **Action: Links to relevant news articles:** Board Members appreciate receiving links to sector relevant articles, but not directly into their email boxes throughout the month. Process: send links to Shelly to include with the monthly board package as FYI or if you wish a certain message to be drawn from the article, include your own summary of the article.

3. **Action: Orientation Tours:** 1855 Smith St on September 25 at 4 pm; and Donahue Building on October 30 at 4 pm; Keith will be conducting these tours; Shelly will send out invites; all board members are invited.

4. **Action: Parking at monthly meetings:** ensure that parking is available behind the Donahue Building as a first option; option two across from the Smith location; and meter parking for two hours in the street as option three. Shelly to update monthly board meeting notification to reflect the three options.

5. **Action: New agenda items from board members** - submit to chair preferably ten business days in advance of the meeting.

6. **Action: In support of time management:** Work out details and discuss committee actions at the committee level first, then present to Board for approval.

7. **Action: In support time management:** for discussion topics not on the meeting's agenda a motion needs to be passed before any time is dedicated to a certain topic. Any board member can make the motion.

8. **Action: Remote participation:** In person meetings are desired and encouraged; a zoom link will be available **upon request** for board members who need to participate remotely.

9. **Action: Recording of meetings**: when board members are away, a recording of the meeting will be uploaded to the portal with the minutes.
10. **Action: Assess effectiveness of board meetings** after each meeting and adjust accordingly. Lead: Anda

11. **Action: Assess effectiveness of ED Reports** after each board meeting and communicate accordingly. Lead: Anda

12. **Action: Update Board documents:** Updates to Board documents including the Board Policy Manual, Constitution, TOR's will be sent to Shelly to upload to the board portal by the respective Committee Chairs.

13. **Action: Update Committees TOR's and Work Plans** (Sept 24 to Aug 25) by the November 2025 board meeting.

14. **Action: Track changes to Policy Manual/Constitution/TOR's;** Shelly will track updates (date, update, name of person submitting it) and save previous versions of the document.

15. **Action: Link to monthly Board package:** E-mailed by Shelly on Thursday/Friday the week before the meeting.

16. **Action: Maintain board terms as they are:** Term limits do not currently exist – at this time the board decided to not limit board terms.

17. **Action: Committee participation**: each board member needs to join at least one committee.

18. **Action item: Policy Manual updates –** Governance committee to develop a work plan for 24/25 and 25/26.

19. **Action: Review and update Policy B-II** in the Board policy manual by January 2025 – Kate, Governance Committee; send any updates to the policy to Kate.

20. **Action: Read the Staff Operational Manual** – Rodger; Timeline TBD, Governance Committee.

21. **Action: Develop a process** by which admin reports changes/additions to policies in their Operational manual; currently working with Keith on this - Anda and Rodger Timeline TBD, Governance Committee

22. **Action: Contract a third party** to review the policy manual against best practice, identify gaps, and draft recommended policies. Timeline TBD. Governance Committee

23. **Action: Board Education –** The Governance Committee to plan a two-hour session the evening before the Strategic Planning Day in 2025 and Board Retreat in 2026.

24. **Action: Chair of Nominations Committee and board Vice-president:** Assign chair of the Nominations committee and board Vice-president by January 2025 – Anda

25. **Action: Election process:** Review when the President and Vice-president of the board are being elected; review election of directors in Constitution – Date TBD – Governance Committee.

26. **Action: Board Evaluation -** Governance Committee to Conduct a board evaluation survey using the current tool by June 2025. Review results in September 2025.

27. **Action: Job Description for Exec Director -** Executive Committee develop Job description for ED for Board approval – by January 2025

28. **Action: ED Performance review and compensation** - Board Approval of ED Performance Review and Compensation. By April/June 2025 Executive Committee responsibility

29. **Action: ED 360 Performance Review:** Anda to explore process used by SODS. Date: TBD

30. **Action: ED Job Description**: Board Approval of ED Job Description. January 2025 Executive committee responsibility

31. **Action: Succession Plan:** Executive Committee to develop a succession plan for the ED by contracting Lori Smith, former board member. If Lori not available, explore other contractors. Present the plan to the board for feedback by June 2025. Board approval by September 2025.

32. **Action: Risk Register:** Executive Director and Finance Committee to further develop the RODS Risk Register. ED to present Risk Register to the board on a semi-annual basis; board to consider additional risks that may not have been captured in the Register.

33. **Action: IT Risks as per RODS Policy and Procedure Manual:** Anda to coordinate a meeting with Keith, Dhruv and Jim to further discuss IT risks, policies and procedures. Date: TBD