

**League of Women Voters of Collier County General Fund  
Special Board of Directors Meeting – November 9, 2009**

**Collier Athletic Club  
Agenda**

<b>Item #</b>	<b>Description</b>	<b>Desired Action</b>	<b>Outcome</b>
1	Roll Call	Presence of quorum.	Meeting was called to order at 9:40 AM. Those present: Sandy Parker, Pres., Marilyn Bogen, Joyce Fletcher, Lydia Galton, Marjorie Joder, Bernice Schmelz, Chris Straton. Rose DiBiasi arrived at 11:30. Jennifer Walker, Nominating Committee Chair, Off-board
2	Changes to Agenda		<b><u>L. Galton moved/seconded by M. Bogen to forego the agenda and focus the meeting entirely on getting and engaging members. Motion failed with Galton and Bogen voting in favor; Parker, Fletcher, Schmelz and Straton voted against.</u></b>
3	Approval of Agenda	Approval of agenda, with any changes.	No changes to the agenda
4	Board of Directors' Self-Evaluation	None	S. Parker distributed a copy of the self-evaluation electronically prior to the meeting and requested personal review.
5	"The Accountable Organization" – Publish an annual report (transparency)	Decision - to stay the same or change; if to change, how?	Consensus was to formalize the April end of year report calling it an annual report and posting it on the website. Suggestions for inclusion were donors, financials, committee reports, list of programs for the year, photos, etc. and to have separate reports for the General Fund and Ed Fund. B. Schmelz volunteered to draft a proposal including distribution suggestions for the Dec. Board meeting .
6	"The Accountable Organization" – Comply with your bylaws	Decision – should entire board meet to review and propose changes to bylaws, or leave it to a committee? If the former, when? If the latter, who will serve with Sandy Parker, Chris Straton, Jeannette Boucher and Crystal Kinzel on the committee?	<b><u>J. Fletcher moved/seconded by M. Joder to delegate development of bylaws revisions to the committee. Following discussion, both agreed to withdraw the motion.</u></b> Board agreed it would provide guidance to the committee and request that the committee also seek input from general membership. Board will develop its recommendations at the Dec. Board meeting. L. Galton and M. Bogen agreed to have a list of recommendations prepared for the meeting.

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7	"The Accountable Organization" – Adopt and follow a code of ethics and conflict of interest policy	Decision. If board wants these policies, decide who will lead the effort.	<b><u>L. Galton moved/seconded by C. Straton that the Board adopt a Conflict of Interest (COI) policy. Motion passed unanimously. Straton will take the point for presenting a draft to the Board. Galton and Straton also moved to not pursue a Code of Ethics Policy at this time. Motion passed unanimously.</u></b>
8	"Key Responsibilities of an All-Volunteer Nonprofit Board" – Assess board performance	Decision and next steps.	Consensus of the Board was to complete an annual evaluation at the end of the League year; procedure for evaluation will be included in the Policies and Procedures. It was also suggested that the board develop a policy for a joint meeting of the new and old boards in the spring.
9	"Key Responsibilities of an All-Volunteer Nonprofit Board" – Recognition	Decision and next steps.	Consensus of the Board was to ask the Membership Committee to develop recognition strategies/procedures. S. Parker will convey the message and ideas to P. Snyder, Membership (Retention) co-chair.
10	"Common Problems with Volunteer Boards" – Unclear expectations of individual members	Decision and next steps.	Board agreed to develop job descriptions; drafts will be reviewed at the Dec. Board Meeting. S. Parker will draft descriptions for officers; L. Galton will draft a general job description (suitable for recruiting future board members); B. Schmelz will provide draft portfolio chair job description.
11	"Committees" – Governance Committee	Decision and next steps.	Consensus was to develop an expanded role for the nominating committee to include board development. L. Galton will draft a job description for board review.
12	"Committees" – Committee Guidelines	Decision and next steps.	S. Parker will draft a template for monthly reports.
13	Meetings	Decision and next steps.	Deferred to December Board meeting which will be from 9:00-Noon.

14	Board member participation in fund raising	Decision and next steps.	Deferred to December Board meeting which will be from 9:00-Noon.
15	Support letters, personal notes on annual appeals	Decision and next steps.	Deferred to December Board meeting which will be from 9:00-Noon.
16	Membership recruitment	Decision and next steps.	There was discussion about building <i>esprit</i> and developing "hot topic" issues for investigation.
17	Board composition analysis	Decision and next steps.	Deferred to December Board meeting which will be from 9:00-Noon.
18	Board commitment letter	Decision and next steps.	Deferred to December Board meeting which will be from 9:00-Noon.

Meeting ended at 11:45 AM.

Respectfully submitted by

Bernice Schmelz, Acting Secretary