

DREAM
Boston Board meeting
19 September 2004
10 a.m. to 1 p.m.
AGENDA

Location: 18 Union Wharf, Boston, MA

Directions: It's right off Commercial Street on the wharves.

Homework prior to meeting:

- Complete Annual Board Evaluation and send to Lisa by September 15th.
- Complete any assigned responsibilities from last meeting as sent out in the minutes by Bree.
- Review Agenda and any accomplish all homework noted in the agenda.

Meeting Goals

By the end of the meeting the Board will have:

- Better understanding of current DREAM accomplishments and issues and needs
- Understanding of Board responsibilities for annual appeal – not necessarily specifics, just that specifics are coming
- Annual Calendar Established – includes a monitoring calendar outline to help start ED evaluation process
- Understanding of timeline and responsibilities for ED search
- Understanding of timeline and responsibilities for Board member search
- Had some fun
- Set November meeting

AGENDA

- 1) 10 a.m. Hellos – share one highlight from your summer
- 2) 10:10 Jon's Update, camp, other items (Homework: Review Jon's written summary so that this is question, concerns and compliments time)
- 3) 10:25 Annual Appeal – what is happening, what DREAM needs from the Board
- 4) 10:35 Board Annual Calendar and monitoring calendar (Homework: send Lisa completed annual evaluation, Review current Ends Policy, Review current annual calendar, review ED evaluation, review Co-op information, in particular their monitoring calendar)

- Overview of evaluation results for our first 18 months as a Board, and review current annual calendar. Discussion based upon the following questions (20 minutes):
 - i. What has board accomplished?
 - ii. What has been left undone?
 - Mike's stuff – the current ends policy, Co-op model (10 minutes)
 - Longer discussion based on the following questions (30 minutes)
 - i. What does the Board need and want to accomplish (possibly use the Co-op monitoring as a model)?
 - ii. What is the best way to accomplish the items we are responsible for accomplishing?
 - BREAK (15 minutes – includes ordering lunch, if needed)
 - Set annual calendar – or at least Sept 04 - Aug 05 calendar (20 minutes)
- 5) 12:10 Lunch and ED Recruitment Update (Homework: Review ED job Description, review minutes from July where process was outlined, review current DREAM organizational chart). Our goal is to flesh out a very specific timeline. For example:
- September 20th – ALL Members start recruiting by personal invitation and posting in selected areas. For example, Bree concentrates on DREAM Alums, Ed on Vermonters.
 - November 10th – Application Deadline
 - November 10th-15th – Jon, Mike and Lisa review resumes
 - November 16th – Jon, Mike and Lisa share top choices with Board
 - November 20th–24th – Jon, Mike and Lisa conduct phone interviews of 5-8 top choices
 - November 25th – Mike invites selected applicants to come before January Board meeting
 - January – Board interviews top three candidates during Board meeting
 - January - Mike checks references of top two choices
 - February 1st – absolute perfect candidate receives job offer
 - February 2nd – candidate accepts
 - March 1st – candidate begins working for DREAM – training period, exact title negotiable during this time
 - June 1st – Mike and Jon are part time, still helping new person but on the sidelines
 - July 1st – wave bye to Mike and Jon so they can have some rest and fun before whatever is next, new extremely superb person is the ED
 - September 1st – Mike and Jon rejoin as Board members

Discussion points to help us get to our Goal (remember the above is just an example of what we need):

- Summary of process as currently outlined.
- What has happened?
- What needs to happen?
- What we are each responsible to do and by when?

Bonus discussion points if we have time:

- How to ensure a smooth transition (start a brainstorm)
- How to ensure institutional memory is preserved (use 40 things list to brainstorm ideas)

6) 12:35 Board Recruitment Update and assign next steps

- What has happened (each update our assignments from the to do list in Bree's July minutes)
- What is needed and what we are each responsible to do and by when

Bonus discussion points if we have time:

- How to ensure institutional memory is preserved as people leave and join the Board
- Board orientation – brainstorm important elements

7) 12:45 Other (use of DREAM web site, Ongoing education of Board)

8) 12:55 Set Next Meeting/Review Board to do list