

## Notes from 9/19/04 DREAM Board Meeting

*Members present: Lisa Christie, Brianna Dusseault, Michael Foote*

*Also present: Jon Potter*

*Meeting location: Boston, MA*

*Next Board meeting: The next Board meeting will be held in the Hanover area the weekend of Nov. 20<sup>th</sup>. Time TBA.*

### **Meeting Notes**

1. Summary of the Executive Director's Report (Jon)
  - a. Camp DREAM finished up its last session in August. It was successful and the kids who attended got a lot out of it.
  - b. The Camp permit to build on the land was denied. This will be a high priority issue for camp directors Jesse Foote and Dave Anderson.
  - c. The new staff is on board and doing well, taking over responsibilities from Mike, Jon, and Jesse. Jon is working with Jill York as the Development Director, Mike is working with Chad Butt and Jen Lazar as new Programs Directors, and Jesse is working with Dave Anderson as a new Camp Director.
  - d. The DREAM central office was renovated and now has about 50 percent more space, which has made a great difference with the expansion of new staff.
  - e. HUD Budget cuts have affected DREAM's budget, so Jon has made two projections. Jon and Jill will need to raise outside money to make up for budget cuts, and they will focus efforts on grants and/or donors. Jon recognizes that this shift away from depending on HUD for long-term income is a decision that should strengthen DREAM's financial sustainability.
  - f. DREAM is considering using the list of top donors in VT for its annual appeal.
2. End-of-year evaluations (Lisa)
  - a. Prior to this meeting, board members filled out end-of-year evaluations on the board's progress and performance. Two areas of concern were discussed:
    - i. The Board should focus its efforts this year on monitoring. This includes monitoring the Board, the Executive Director, and the Board's linkage to ownership.
    - ii. The Board's weekend meetings are difficult for all board members to attend, and DREAM may need to consider holding weekday meetings. This would affect its non-VT board membership.

Members present agreed that this is an important issue to address at a future meeting, as it has ramifications on the Board's recruiting and composition.

3. Restructuring Board Meetings, Monitoring Schedule, etc. Discussion (Mike/Lisa)

- a. Mike spoke with a member of the Hanover Co-op Board and presented suggestions for improving monitoring, the structure of our meetings, the Ends, and Board-ownership linkage.
  - i. **On Monitoring:** Mike presented a monitoring calendar and suggested that the Board allocates time at each meeting to monitor various components of the Executive Limitations and Governance Policy.
  - ii. **On Improving Meeting Structure:** The Board decided to try a meeting style similar to that of the Co-op's. The Board will create a policy monitoring schedule for the year at its annual meeting. Prior to each Board meeting, the person(s) accountable for the policy to be discussed will introduce the discussion on email, including an interpretation of the policy and evidence to prove compliance or non-compliance with the policy. Meeting time will be primarily reserved for board members who would like to amend the policies based on these reports.
  - iii. **On Ends:** Set simple Ends, and start monitoring the policy immediately. The Board can make amendments to the policy as it monitors.
  - iv. **On Board-ownership linkage:** The Co-op holds an annual community fair, where Board members meet and survey Co-op stakeholders.
    1. Members agreed it may be more suitable for the DREAM board to visit local programs.
    2. The Co-op board holds an annual retreat for its Board members.

4. Annual and Monitoring Calendars (all)

- a. Mike's proposed annual monitoring calendar was approved by the Board.
- b. The Board discussed events to include on the annual calendar. Events include:
  - i. Link to ownership discussion
  - ii. AD Recruiting discussions and interviews
  - iii. ED evaluations – when and how should the Board incorporate stakeholder voices into our evaluation of the ED

5. New ED Recruiting (all)

- a. The Board approved a recruiting schedule suggested by Lisa. Important dates include:
  - i. Nov. 10 – Application Deadline
  - ii. Nov. 16 – Mike, Lisa, Jon share top choices with Board

- iii. Nov. Board Meeting - First round of applicants will be interviewed
  - iv. Jan. Board Meeting – Second round of applicants will be interviewed
  - v. Feb. 1<sup>st</sup> – references have been checked and job offer is made.
  - b. Jon and Mike will provide a few “thinking questions” to candidates prior to the interview.
  - c. Hiring for the Program Director will run concurrent with hiring for the Executive Director.
  - d. The suggested core staff for 2005-2006 would be Executive Director, Program Director, Development Director, and Camp Director. DREAM also hopes to employ 1-2 vistas.
6. Board Recruitment (all)
- a. Lisa and Mike will meet with their potential Board candidates this month.
  - b. Sarah Siegel was approved to join the DREAM Board.
  - c. It was again recognized that the Board needs to consider shifting its membership away from Boston and more to Vermont/New Hampshire residents to build local ownership and hold more conveniently timed meetings.

### **To-Do List and New Responsibilities**

- **All Board members** should review the annual calendar/monitoring schedule and add events to the annual calendar that they foresee needing discussion time by Friday, October 1.
- **Lisa and Bree** need to collect and share examples of ED evaluation processes from other organizations.
- **Bree** will organize, record, and distribute email postings of all online policy discussions to take place in the future.
- **Lisa, Mike and Jon** will review ED applicants, conduct initial phone interviews, and present top choices to the Board by Nov. 16.