

The DREAM Program Board of Directors
Minutes of the Meeting
November 21, 2004

Present: Lisa Christie, Brianna Dusseault, Mike Foote, Sarah Siegel

Staff: Jon Potter

Guests: None

Absent: Ed Willenbaker

I. WELCOME AND INTRODUCTORY REMARKS

Lisa Christie called the meeting to order at 10:25.

II. MONITORING REPORTS: EXECUTIVE LIMITATIONS POLICIES

EL 2 Staff Treatment

AMENDED: Mike Foote moved to define staff on EL 2.4 as including the Executive Director.

AMENDED: Jon Potter moved to introduce new policy (Governance and EL policy) that requires the Executive Director to share monitoring policy that addresses outside parties (such as staff, families, mentors, etc.) to those parties while submitting it to the Board for review.

MOTION: The Board moved to accept EL 2 with the need to revise.

VOTED: To accept EL 2 with the need to revise policy. Passed: 4 in favor, 0 opposed, 0 abstained, 1 absent.

EL 6 Asset Protection

AMENDED: Brianna Dusseault moved to removed “as well as business interruption insurance” on EL 6.1.

AMENDED: Lisa Christie moved to revise “Board-approved auditor” in EL 6.3.

AMENDED: Jon Potter moved to review EL 6.7 policy regarding financial purchases that exceed budgeted amount by 20 percent and to revisit the board’s role in approving or simply being informed of purchases not planned for in annual budget.

MOTION: The Board moved to accept EL 6 with the need to revise policy.

VOTED: To accept EL 6 with the need to revise policy. Passed: 4 in favor, 0 opposed, 0 abstained, 1 absent.

The Board discussed DREAM's investments in the Chittenden and Domini funds. A suggestion for ED future compliance reports on EL 6.6 and EL 6.8 is to include a description of how the ED compares potential funds and to provide this information for Chittenden, Domini's, and other potential funds' performance along these metrics.

EL 10 Ends-Focused Grants and Contracts

MOTION: The Board moved to accept EL 10 as written.

VOTED: To accept EL 6 as written. Passed: 4 in favor, 0 opposed, 0 abstained, 1 absent.

Ends 1 Children

AMENDED: Jon Potter moved to revise Ends 1.3, as this is not as significant as Ends 1.1 and Ends 1.2. Jon also moved to revisit Ends 1, in its entirety, with the potential to add more policies if necessary.

MOTION: The Board moved to accept Ends 1 with the need to revise policy.

VOTED: To accept Ends 1 with the need to revise policy. Passed: 4 in favor, 0 opposed, 0 abstained, 1 absent.

The Board recognized that the Ends policy is always in the revision and re-creation stage, and it discussed the implications of strengthening this set of policies and the ED's ability to report compliance with them. As the Ends policy becomes more developed, the ED should be able to track and then include greater data to inform compliance in the future.

Global Policy E Board Members' Code of Conduct

AMENDED: Brianna Dussault moved to reformat the entire set of Global Policies to make it more compatible with the Ends and Executive Limitations policy.

MOTION: The Board moved to accept GP E with the need to reformat policy.

VOTED: To accept GP E with the need to reformat policy. Passed: 4 in favor, 0 opposed, 0 abstained, 1 absent.

The Board recognized that though there are no formally declared committees at this time, there are informal committees working on various tasks in between meetings. The Board discussed the need to recognize these informal committees during Board meetings so that they can be monitored more closely.

III. EXECUTIVE DIRECTOR'S REPORT

- DREAM just won the award for “Best Mentoring Program in VT” award at the Mentors Make a Difference conference – for the second year in a row.
- DREAMSTOCK, a weekend at the camp for all program mentors, was a success.
- Two new programs are starting up under the direction of Mike Foote, Jen Lazar, and Chad Butt: Castleton State (in Rutland) and Champlain College (in Milton).
- The new staff (Jen Lazar, Chad Butt, Dave Andersen, Jill York) are transitioning smoothly into their positions.

IV. ED SEARCH

- Mike Foote will email out 8 semi-finalist candidates, and the Board will send back their 4-5 final choices by Dec. 1. These candidates will have a personal interview with the Board. (See below.)
- There will be an all-afternoon interview session for final candidates in Burlington on Saturday, Jan. 8. Wednesday evening, December 15, in Hanover, is a back-up option. All Board members must be present.

V. BOARD COMMUNICATION PROCEDURES

1. All emails that relate to Board affairs should be sent to the entire Board. (board@dreamprogram.org)
2. Amended policy changes must be sent out two weeks after the Board meeting where they were discussed. The Board will then discuss these over email.
 - a. The format for these emails are as follows.
 - i. Email title has the policy name
 - ii. Email body text rewrites the original policy, states the proposed change, and provides a brief paragraph with the context and logic for the change.
3. Board members must email items for upcoming meeting agendas at least two weeks before the meeting date.
4. It is the responsibility of board members who must miss a meeting to read the meeting minutes and call the Board Chair within 2 weeks of the minutes' posting.

VI. BOARD RECRUITMENT

Because the Board extended three offers in the last meeting period, it was agreed that the focus this meeting period should be on getting all members to the board meeting.

VII. BOARD LINK TO OWNERSHIP

1. The Board is satisfied with DREAM's definition of ownership, as proposed in the Board Packet.

2. The Board agreed on the proposed methods of connecting to ownership, as listed in the Board Packet. Board members should contact staff members prior to contacting families, mentors, or other owners.
3. At this time the Board does not believe that it should extend voting rights to ownership to vote in new Board members. The Board will revisit this policy when it has the organizational capacity to do this and/or when it is a more urgent concern.

VIII. MONITORING POLICY FOR DECEMBER/JANUARY

The Board decided to rotate responsibility on this each meeting. Lisa Christie will report on the December/January policy.

NEXT MEETING: January 22, in Hanover, NH.