

Ronald McDonald House Governance Committee Minutes

Date: February 2, 2022; 8:00 – 9:00 a.m.

Attendees, Mary Basel, Brian Flad, Kathy Kostrivas, Wendy Lommen, Nick Shutwell, Kelly Ruppel

Meeting Objectives

1. Review/edit DRAFT Board Member Talent Assessment Matrix
2. Determine next steps to obtain board member primary and secondary talents
3. Discuss community members for consideration

Agenda Topic	Discussion	Next Steps/Recommendations
Approval of 1.5.2022 Minutes https://www.rmhcmadison.org/wp-content/uploads/2022/01/1.5.2022-Governance-Committee-Meeting-Minutes-v2.pdf	<p>Motion to approve January 5, 2022 Governance Committee Meeting minutes was made by Mary and seconded by Brian Motion was approved.</p>	<p>Minutes were approved as written.</p>
Review DRAFT Talent Assessment Matrix Document https://www.rmhcmadison.org/wp-content/uploads/2022/01/Board-Talent-Assessment-Data_1.23.22.pdf	<p>Kelly summarized the attached talent assessment matrix document, which was compiled from board interviews and survey feedback.</p> <ul style="list-style-type: none"> • Talents that we need that are missing on this matrix – team identified legal, facilities and HR/diversity skill set as gaps in current board talent. Shawn, Kathy, Wendy & Nick will complete their tenure/extension at end of 2022. Kelly reminded team that we can make recommendation to extend board member tenure for skill set gaps we identify. Board representation from Rockford was also suggested as potential need for future strategic planning. • Team discussed idea of having HR committee and nominating committees. Rochester has a nominating committee that might serve as a good model for us to consider in the future. Wendy 	<p>Recommendations/Follow-Up</p> <ul style="list-style-type: none"> • At this time, team supports having list of HR leaders that Kelly can reference on a case-by-case basis (versus setting up new committee) • Long term goal is to consider a nominating committee model to vet & select new board recruits

	<p>mentioned that the nominating committee in Rochester uses a nomination form that identifies the talents of the potential member for consideration.</p> <ul style="list-style-type: none"> • Defining primary and secondary talents – Wendy shared that primary talent would be current role/responsibility; secondary talent would include other skills/experiences and that board experience would also be helpful to assess. • Timeline/goals <u>New Board Members:</u> Nick mentioned that it would make sense to have recruitment plan completed as early as possible so that recruitment could occur during late Spring/summer so recruited new board members could be voted on in October and ready to join board at December 2022 meeting. <u>Board Talent Assessment:</u> <ul style="list-style-type: none"> ○ Draft completion of talent assessment by March 31, 2022 ○ Vet with other committees & finalize by retreat in April 	<p>Recommendation/Follow-Up</p> <ul style="list-style-type: none"> • Complete recruitment by Fall to ensure board approvals at October meeting. • Kathy and Wendy will work offline to create survey tool for enhanced talent assessment. The data collection would be completed by end of April.
<p>Discussion: Possible Community Members</p>	<p>Group discussed potential community members. Discussion centered on how we would select members and develop a list of community members for consideration. Potential candidates could come from our personal connections/partnerships. Team brought forward multiple names of people to consider. After much discussion, team suggested we develop a shared document that we could use to compile this listing for community member consideration.</p>	<ul style="list-style-type: none"> • Kelly will create a shared space where we can begin inviting team/board members to recommend new community and board members



Next meeting	Next meeting is Wednesday, March 2nd, 2022 Agenda topics <ul style="list-style-type: none">• Review updated talent assessment survey tool (Wendy & Kathy)• Review shared site for community and board member recommendations (Kelly)	
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Future Topics to Address

1. Review drafts of other Committee Charters
2. Finalize Board Grid – Primary/Secondary talents/strengths – complete by April 2022
3. 2023 BOD recruitment plan – complete recruitment and have new board members approved by October
4. Annual BOD assessment – complete by end of 2022.