



Ronald McDonald House Governance Committee Minutes

Date: March 2, 2022; 8:00 – 9:00 a.m.

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

Excused: Mary Basel

Meeting Objectives:

1. Determine talent gaps and finalize areas of board member need for 2023
2. Review shared site for community and board member recommendations
3. Review & discuss nomination and selection process
4. Review Executive Committee Charter

Agenda Topic	Discussion	Recommendations/Next Steps
Approval of 2.2.2022 Minutes https://www.rmhcmadison.org/wp-content/uploads/2022/02/2.2.2022-Governance-Committee-Meeting-Minutes-.pdf	Motion to approve minutes was given by Wendy and seconded by Brian.	Minutes were approved as written and posted on Board Portal.
Review Draft of Talent Assessment Matrix Document & Committee Member Google Document Board Member Nomination Committee Slate - Google Sheets	Current gaps, members leaving was summarized by Kathy. <ul style="list-style-type: none"> • Shawn, Nick, Wendy and Kathy's departure leaves gaps on committees for 2023 – Governance, Strategic Planning, Executive Committees • Gaps for talent include: HR/Diversity, Safety/Facilities, and Legal. Current Google document (linked to left) includes individuals to consider as community members that could serve as board members in the future • Shawn's continued involvement will be needed, either as an adhoc committee member or a community member on the operations team. Team discussed number of board members to recruit for 2023. Team agreed that new members could be recruited at any time if talent becomes available, but target of 3 to 4 members for 2023 seems manageable and if we have the right candidates. 7 would be difficult to onboard well.	At next board meeting, seek members to recruit for 2023 with these talents are preferred. Kelly will add Kim Vander-Plough to Google document; consider Kim for future board member to fill operations/guest services talent gap with Shawn's tenure ending this year.
Nomination Process https://www.rmhcmadison.org/wp-content/uploads/2022/02/Nominating-Committee.pdf	Kathy suggested that Governance Committee serve as nominating committee/recruitment team for 2023 new members.	2023 recruitment plan: <ul style="list-style-type: none"> • Recruit 3 members



	<p>Process would be:</p> <ol style="list-style-type: none"> 1. Ask board members for potential recruits 2. New recruit request would include summary of potential board candidate including their role, skill set, board experience, community connections 3. Board member who recruited candidate would buddy up with staff for House tour/interview of potential new board member 4. Governance Committee would vet candidates and make selection and recommendation for new board members based on interview and tour feedback 5. New recruits would be selected and appointment accepted by October meeting when they would be approved by full board. <p>Wendy reminded team that Board Member role includes member recruitment responsibility.</p> <p>Wendy shared nominating committee document from Rochester RHMC (see link to left). This process would be a potential model to consider for 2024 recruitment. New nominating process would need to be identified in late 2022/early 2023 in order to determine nominating team members and workflow for 2024.</p>	<ul style="list-style-type: none"> • Preferred talent: HR/Diversity, Safety/Facilities, and Legal • After gathering of the talent list, review list and vet possible members at Governance Committee <p>To consider for future (2024) Nominating Committee: (1) BOD President Elect lead this committee and/or Governance Committee (2) Include previous board members on this committee</p>
<p>Discussion: Possible Community Members</p>	<p>Possible community members to consider are: Jay Sekelsky (Governance/Nominating) and Katie Marron (Development) and Val from Park Bank (Development).</p> <p>Prior Board Members might make great nominating committee members.</p>	<p>Follow up on this discussion at next meeting.</p>
<p>Review Executive Committee Charter https://www.rmhcmadison.org/wp-content/uploads/2022/03/RMHC-Executive-Committee-Charter_3.1.22.pdf</p>	<p>Nick summarized Executive Committee charter. Team discussed idea of having VP participate in nominating process and recruitment of new board members for continuity.</p>	<p>Nick will add more detail to document regarding role of Vice President</p>
<p>Retreat Planning</p>	<p>Kathy gave overview of topics to be addressed at Board Retreat:</p> <ul style="list-style-type: none"> • Best practices in board governance • Board member recruitment 	<p>Will discuss role of governance committee members at retreat at next meeting when agenda is more formalized.</p>



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	<ul style="list-style-type: none">• Nominating Committee This team will help support discussion of recruitment/nominating process at retreat.	
Next Meeting	Next meeting is April 6, 2022	

Future topics to be addressed:

- Review drafts of other committee charters
- 2023 Board Recruitment – finalize list of candidates; develop recruitment plan by July 2022
- Annual Board Assessment