

Ronald McDonald House Charities of Madison
Executive Committee
 Friday, February 18, 2022
 8:00 AM – 9:00 AM
ZOOM Call

Attendees: Kathy Kostrivas, Kelly Ruppel, Nick Shutwell, Jason Speich, JoAnne Vaccaro

Agenda topic	Discussion	Next Steps
Call to order	Meeting was called to order at 0803. Team walked through access issues to Board Portal	Kelly will follow-up with Shauna regarding default of 10 pages to upload on board portal.
Approval of minutes https://www.rmhcmadison.org/wp-content/uploads/2022/02/EC-1.21.2022-Meeting-Minutes_final.pdf	Motion to approve 1.21.2022 meeting minutes was made by Kathy and seconded by JoAnne. Minutes were approved as written. (See attached document link)	None
Executive Director Updates - Kelly	Partnership & Development Highlights <ul style="list-style-type: none"> • EverLight Solar will be providing energy-saving film on windows. Thanks to Steve Hoff for this connection • Madison Reading Project partnership will provide bilingual adult and children's books to enhance library. • Kelly met with Rich Lynch. Findorff Construction support to House in the future may include cooking family dinners. • Second Harvest made third visit to House and is officially partnering with RMHC-Madison to be a partner food bank; eggs, milk, fruits, and vegetables, etc. will be provided through this partnership COVID-19 Protocols and Communications as of 1/16/2022 <ul style="list-style-type: none"> • Community spaces are now open; updating community space signage to encourage social distancing • Will follow hospital protocols for masking, despite lifting of Dane County mandates at end of February. Will probably see some push back, primarily at front desk. • Will meet with Operations subcommittee next week to finalize new plan which will include the following recommendations: <ul style="list-style-type: none"> ○ Change Volunteer Policy to allow volunteers starting at age 14 (Freshman in High School) ○ Move Outpatient Families from Hotels to House (start after March Executive Committee Meeting) ○ Bring families/siblings back into House in April 	<p>Kelly will send communication by e-mail regarding new plan to implement outpatients moving back into House; will formalize this plan by March 18 meeting</p> <p>Updates to volunteer policy and progressive increase in available rooms at the House</p>

	<ul style="list-style-type: none"> Progressively increase rooms available starting in May 	will go for full board approval at March 23 rd meeting.
Committee Touchbase	<p>Executive Committee – Nick gave update on Draft Charter Progress.</p> <ol style="list-style-type: none"> Draft Charter was reviewed. See attached portal link https://www.rmhcmadison.org/wp-content/uploads/2022/02/RMHC-Executive-Committee-Charter.pdf Suggested changes include: <ol style="list-style-type: none"> Change in Membership Structure section: “should” change to “will” Change in Major responsibilities section: delete redundant “that” in point number 3 Change in Goals: Change “Ensure” to “monitor” and add Review/monitor progress of 2022 Operating Plan Change in Measures of Success: include goals in dashboard under Governance, add 3-5 strategic plan is completed by December 2022 meeting; Add Draft Scorecard is completed by December 2022 meeting <p>Strategic Planning Committee –</p> <ol style="list-style-type: none"> Kathy updated team on Strategic Planning Dashboard. See attached link: <ol style="list-style-type: none"> https://www.rmhcmadison.org/wp-content/uploads/2022/02/2022-Strategic-Plan-Dashboard_1.25.22.pdf Minimal review at least quarterly; updates thru board and Executive Committee. Will be available on portal for members to access. Decisions: <ol style="list-style-type: none"> Dates: April 27 & 28th (remove the 29th) Logistics: Location, Budget, etc. <ol style="list-style-type: none"> https://www.rmhcmadison.org/wp-content/uploads/2022/02/Vendor-Analysis-Updated-for-Spring-2022.pdf Strategic planning committee supports budget of \$10k or less; asking this team for guidance on location Executive Committee discussed local/out of town options and rational for each. High Level Agenda / Ideas for guest speakers – Kelly shared retreat objectives. Day 1 to include after meeting dinner and social time. <p>Governance Committee - Kathy gave update from Governance Committee</p> <ol style="list-style-type: none"> Community Committee Member Progress – see attached Google Document: Board Member Nomination Committee Slate - Google Sheets 	<p>Nick will update charter with changes. Charter draft will be reviewed at Governance Committee and get final approval at March Board Meeting.</p> <p>Kelly will send out Doodle Poll to board members to get feedback on retreat location and retreat topics</p>

	<ol style="list-style-type: none"> 2. Talent Assessment Update – Talent assessment is in progress. Draft completion of talent assessment will be done by March 31st. Will vet with other committees & finalize by retreat in April 3. Recruitment/Nominee Process – Wendy Lommen has reached out to Rochester chapter for nominating committee workflow. This year Governance Committee will review/vet candidates but anticipate using a nominating committee in the future. <p>Development Committee - Kelly gave update on Development Committee</p> <ol style="list-style-type: none"> 1. See attached DRAFT of Development Plan https://www.rmhcmadison.org/wp-content/uploads/2022/02/Development-Plan-2022.current-draft.pdf 2. Working on team Charter to be reviewed at March 23rd board meeting <p>Finance and Investment Committee – JoAnne & Jason gave committee update</p> <ol style="list-style-type: none"> 1. Cash transfer completed (\$475K) – repayment of equity borrowing 2. Continue to work on internal controls <p>Building Committee – JoAnne gave updated from Building Committee</p> <ol style="list-style-type: none"> 1. Reserve Study – plan to have independent building assessment/review; goal is to develop a replacement/maintenance plan based on that assessment <p>Community Members – Sam Daniels from Daniels Construction will serve as Community Member. Considering member from UnityPoint Health-Meriter Kiah Calmese-Walker</p> <p>Operations Committee – Kelly gave an update from Operations Committee</p> <ol style="list-style-type: none"> 1. Data – Kelly partnered with Kyle to develop letter for submittal to UW Health to acquire BIPOC data from AFCH admissions 2. Working on updates to COVID policy (see above) 	
<p>Next Board Meeting – Wednesday, March 23, 8:00 – 9:30am.</p>	<p>March Board Meeting Agendas Were Reviewed</p> <p>Board & Staff</p> <ul style="list-style-type: none"> • President Welcome • Consent <ul style="list-style-type: none"> ○ January meeting minute approvals • Committee Updates <ul style="list-style-type: none"> ○ Governance Committee (Kathy & Kelly) <ul style="list-style-type: none"> ▪ Review Board Talent Assessment ▪ Recruitment/Nominee Process ○ Operations Committee (Shawn, Michael, Teresa) <ul style="list-style-type: none"> ▪ Announce chair & meeting times ▪ Charter Presentation (Vote) 	

	<ul style="list-style-type: none"> ○ Development Committee (Brian & Deborah) <ul style="list-style-type: none"> ▪ Announce chair & meeting times ▪ Charter Presentation (Vote) ○ Strategic Planning Committee (Kathy & Kelly) <ul style="list-style-type: none"> ▪ Confirm Retreat Dates ▪ Defer to closed session planning topic ○ Building Committee (JoAnne & Michael) <ul style="list-style-type: none"> ▪ Announce chair & meeting times ▪ Charter Presentation (Vote) ○ Finance & Investment Committee (no meeting to report on) <p>Board + Kelly</p> <ul style="list-style-type: none"> • 2022 Strategic Plan Dashboard (Kelly) • Retreat Planning (Kathy – Strategic Planning) <ul style="list-style-type: none"> ○ Agenda/Objective Focus Areas ○ Logistics – Location selection and dates ○ Pre-reading • Votes <ul style="list-style-type: none"> ○ Updated COVID Plan – to include Volunteer Policy and Opening of Rooms ○ Charters for Exec Committee, Building, Development & Operations Committees 	
Adjournment	Meeting was adjourned at 9:07 am.	

Submitted by Kathy Kostrivas