

COSTEP-CT
Meeting Minutes
December 3, 2013

In attendance: Paul Barren, Kathy Craughwell-Varda, Jane Cullinane, Tara Kennedy (note taker), Rob Novak, Lizette Pelletier, Betsy Pittman, Liz Shapiro

Absent: Rich Malley, Paul O'Pecko

Guest: Sarah Griswold

Goals to accomplish this meeting:

- Revisit/ review by-laws
- Review Board Self-Assessment
- Job descriptions for officers
- Set new goals (later)

Tara will revise by-laws as sent previously by Kathy/Sarah and add additions/ changes from last meeting. Put in Google docs so that everybody can chime in and comment before the next meeting in January.

Review Board self-assessment

- Quite a bit of agreement of what we're good at and what we need improvement in
- Need to work on mission and vision statements, policies and bylaws regularly; essentially need to write up job descriptions and other board documents
 - o Need to put on agenda for January: review mission, vision and impact statements
- Do we need written policies? Maybe written procedures instead?
 - o Need to review once a year
- What would we need? Conflict of interest; code of ethics; Whistleblower
 - o Someone needs to look further into the Code of Ethics portion
 - o Something needs to be written down about the relationship between COSTEP and any nonprofit that would write a grant with us (e.g. CT State Library)
- Need board service terms and term limits; a process for recruiting, training, and supporting new board members
 - o Some language for board service in the bylaws
 - o Where would we put recruiting? Board handbook (procedures)
 - Documents that could keep getting added to a Board handbook that we would create
 - o Who do we want on the Board? List from NEDCC (old list but still pertinent)
 - See if those categories are still relevant and if we meet those categories in terms of diversity of the Board
- Planning for future leadership within the Board
 - o That would have to happen AFTER we actually establish a Board
 - o Same for evaluating our Board – we can't evaluate something that doesn't exist
- "We understand and represent the diversity of our community on our board" was split up
 - o Libraries, museum/ HS, cultural heritage, emergency responders are the groups we need to have represented
 - o Mutual aid matrix – follow that framework to who is represented on the Board – add Emergency Responders and Management as another category

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- Consider advisory board for the emergency response community? Scheduling for these folks is tricky
 - But what would its purpose be? No specific role.
 - In theory, it's a great idea for keeping people engaged, but how do you structure that so that you get what you need from them? We need to think about this
 - The email list that Jane maintains is similar to this
 - Ask the people on this list – how do they see their role (if any)?
 - Strategic goal: foster relationships between cultural heritage properties and first responders? Can we have people bring first responders from their town to a workshop? Write a grant and focus on communication between the two groups? Needs to be a takeaway from both sides in order for it to be worthwhile for them to come.
- “Clear Strategic Plan and Board Meetings”
 - Sometimes we struggle on what should be on the agenda
 - Maybe this is tied in to the other pieces that we need to focus on in terms of the organization – set agendas around strategic goals so it may fix itself
 - Need to review mission and vision statements
 - Update our goals AFTER we review mission and vision statements
- Job descriptions
 - Some language in the By-Laws that we borrowed from COSTEP-MA
 - Some information in the last meeting minute notes
 - First Chair (Article V Section 1 Co-Chairs)
 - Preside over meetings... except Robert’s Rules of Order “according to generally accepted guidelines”
 - Take out “minutes” and put that under Secretary
 - Use “Records or other documents”
 - Take out second bullet under Section 1
 - Second Chair
 - Responsible to make sure regular review of organizational by-laws
 - Preside over meetings - Sit in for the chair in absentia of first chair – performs the duties of First Chair when absent
 - Nominating and Board assessment – matrix and make sure that we have that discussion – board self-assessment; health and well being of the Board which includes regular self-assessment, maintaining board composition matrix; updating contact information for all board members; “board management”
 - Secretary
 - Maintain distribution list
 - Maintain minutes including attendance
 - Take out all but first line
 - “Shall perform other duties as assigned”
 - What about committee chairs?
 - Assigned by the First Chair with the committee charge, essentially. NO JD necessary at this point.
 - They should document their actions, choose their members; task force
 - “As an action of the Board to fulfill the tasks and goals of the organization”

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- Article 6 2nd point
- How about a generic Board member job description? YES
 - Second Chair responsibility
 - Actively participates in meetings and Board activities
 - (Article 3) Misses fewer than 3 meetings in a row without an excuse
 - Is familiar with our mission and vision statements
 - Actively advocate for the organization in the community and beyond
 - Responsible for identifying future Board members
 - “Key Relationships List” from Kathy’s big file!
 - Brings relevant community needs and information back to the Board
 - ICS 100 (desirable)
- Web Site Manager/ Reviewer/ Maintainer? We might need a job description

Set New Goals

- See list from Sarah handed out at this meeting
- Taken from our web site
- Revisit:
 - Mission Statement
 - Value Statement
 - Board representation
 - Scan document that I handwrote – goals versus objectives of the organization
 - Break down this list into smaller steps in order to make the goals more feasible
 - Spreading the Word – think more concretely about what these means, since this is an amorphous statement

First Chair slate: Kathy

Secretary slate: Tara

Second Chair slate: Betsy (considering)

Next Meeting: review by-laws; conflict of interest and whistleblower documents; brainstorming skill sets that we need for the Board – which networks are not represented at this table?