



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

## Agenda

UMVRDC Board Stewardship Committee

5:30 p.m., Tuesday, August 23, 2011

Appleton Civic Center

**BHAG:** The RDC Commission will have 100% of the Board Members engaged in stewardship for the UMVRDC.

**Members:** Rusty, Harold, Warren, Juanita, Heather, Gary Johnson, Mark

Light Dinner

5:30-6:30 Review 2012 Goals (attached)

1. Review of board tour
2. Board Leadership Training
3. Board Public Interest Representatives
4. Self evaluation review- is there any consistent area you agreed upon that needs work?
5. What can we do to ensure 100% participation? How can we be more inclusive and engaging?
6. What if we have board members that are not participating? How do we define participatory expectations?
7. How can we structure committee and or board meetings to encourage 100% participation?
8. What are our “basecamps” after 5 years? How will we know if we have been successful?

| Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.                                                                                                                     |                                                                                                                                                                                                                                   |                        |                                                                                                                       |                   |                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------|
| Base Camps:<br>5-year<br>10-year<br>15-year                                                                                                                                                                                          |                                                                                                                                                                                                                                   |                        |                                                                                                                       |                   |                                                                                                   |
| Strategy A.                                                                                                                                                                                                                          | Tactics                                                                                                                                                                                                                           | Timeline               | Measurement                                                                                                           | Accomplishments   | Suggestions                                                                                       |
| Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC. | Update orientation manual annually. Include a 1 page executive summary, revised acronym list.                                                                                                                                     | Annually               | Orientation manual will be updated and includes a 1 page executive summary and revised acronym list.                  |                   |                                                                                                   |
|                                                                                                                                                                                                                                      | Executive Director will meet with all <b>NEW</b> Commission members to review orientation packet. Have new members sit in on RDC meetings for a few months before doing the orientation.                                          | As needed              | The Exec. Dir. met with all new board members.                                                                        |                   | Need to meet with Mike, Angela, Heather, James, Kathi                                             |
|                                                                                                                                                                                                                                      | RDC staff take turns with 5-minute staff report at the board meeting                                                                                                                                                              | Monthly                | Staff reports will be included at every meeting                                                                       |                   |                                                                                                   |
|                                                                                                                                                                                                                                      | Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.                                                           | April/May 2010         | A decision will be made by the board on whether to change or add any new public interest reps.                        |                   | Small Business Development Center, Countryside Public Health, Ministerium, Soil & Water Districts |
|                                                                                                                                                                                                                                      | Provide orientation summary with full board each year and ask them to renew their board member commitment form.                                                                                                                   | December               | Orientation summary will be provided and all members will renew their board member commitment form.                   |                   |                                                                                                   |
| Strategy B.                                                                                                                                                                                                                          | Tactics                                                                                                                                                                                                                           | Timeline               | Measurement                                                                                                           | Accomplishments   |                                                                                                   |
| To create a destination driven agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.                                                                                      | Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2- year terms- every 2 years 1/2 of each BHAG committee rotates.                                                | Every 2 years          | BHAG committees met 3-5 times per year.                                                                               |                   | Rotated July 2010, will rotate again in July 2012                                                 |
|                                                                                                                                                                                                                                      | Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.                                                                                             | Monthly                | Board members will report to full board at each meeting.                                                              |                   |                                                                                                   |
|                                                                                                                                                                                                                                      | Continue to implement the round robin at Commission meetings.                                                                                                                                                                     | Monthly                |                                                                                                                       |                   | Any changes?                                                                                      |
|                                                                                                                                                                                                                                      | Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies. Staff will discuss and identify potential speakers at monthly planner meetings.           | As determined by staff | At least 4 presentations will be made.                                                                                | Rick Stulz August | SBDC, WFC/PIC, Regional Recruitment, MIRC, Businesses the RLF funded                              |
|                                                                                                                                                                                                                                      | Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update. | Monthly                | Planner update will be included each month.                                                                           |                   | What can we do to make this better and more useful?                                               |
|                                                                                                                                                                                                                                      | Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance                                                                                                       | Monthly                | Members will talk to those members absent from 3 meetings.                                                            |                   |                                                                                                   |
|                                                                                                                                                                                                                                      | Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff                                                                           | Monthly                | Add a question on quarterly survey to see if members are reading, sharing or have suggestions for the planner update. |                   |                                                                                                   |
| Strategy C.                                                                                                                                                                                                                          | Tactics                                                                                                                                                                                                                           | Timeline               | Measurement                                                                                                           | Accomplishments   |                                                                                                   |
| Create a process for ongoing leadership training and assessment of Board functioning.                                                                                                                                                | Implement an annual board retreat. Alternate between board leadership training and agency strategic planning                                                                                                                      | Annually               | At least one board training or retreat will be held annually.                                                         |                   | Tour this July, other ideas would be parliamentarian training (FFA or Rick Stulz LqP Co Attorney) |
|                                                                                                                                                                                                                                      | Survey Commission members quarterly about board meetings. Review results with Chair.                                                                                                                                              | Quarterly              |                                                                                                                       |                   | What should we be asking?                                                                         |
| Strategy D.                                                                                                                                                                                                                          | Tactics                                                                                                                                                                                                                           | Timeline               | Measurement                                                                                                           | Accomplishments   |                                                                                                   |
| Board members should identify opportunities for the RDC to work with projects in the region.                                                                                                                                         | Suggestions for potential work will be shared at the round robin or directly with staff throughout the month.                                                                                                                     | Monthly                | Ideas will be shared each month for staff to follow up on.                                                            |                   |                                                                                                   |
|                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                   |                        |                                                                                                                       |                   |                                                                                                   |