



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, June 28, 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 DRAFT 2012 Goals (attached)

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

• UMVRDC BOARD SELF-ASSESSMENT

Place a Yes or No next to each statement below.

Yes	NO	No answer		
<u>2</u> _____			2.4	It is easy to get board members to volunteer for organizational roles.
_____	1	1	2.4	Board members are active in fund raising efforts when necessary.
<u>2</u> _____			2.5	The board conducts a thorough evaluation of the executive director's job performance.
<u>2</u> _____			2.6	The board actively promotes the organization in the community.
<u>2</u> _____			2.6	The board sets clear vision and direction on a consistent basis.
<u>2</u> _____			2.6	Board members understand and are knowledgeable of the functions of the organization.
<u>2</u> _____			2.6	The board is active in input in development of the budget.
<u>2</u> _____			2.7	Board members willingly give of their time to the organization.
<u>2</u> _____			2.8	The board is an active participant in policy development and policy decision making.
<u>2</u> _____			2.8	Board members are active in committee processes.
<u>2</u> _____			2.8	The board makeup represents a good fit for accomplishing our mission and goals.
<u>2</u> _____			2.8	Board members are prepared for meetings.
<u>2</u> _____			2.9	The board meetings are run efficiently and are results oriented.
<u>2</u> _____			2.9	Board members feel like active participants in the work of the organization.
<u>2</u> _____			2.9	The board pays attention to potential ethical and conflict of interest related issues.
<u>2</u> _____			3.0	Board attendance is consistently at a desired level.
<u>2</u> _____			3.0	The board questions and challenges processes when appropriate.
<u>2</u> _____			3.1	The board functions well as a team.
<u>2+</u> _____			3.1	There exists a strong relationship between the board and the executive director.
<u>2</u> _____			3.2	The board members have ample opportunity to participate in decisions and to provide input into decisions.

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.					
Base Camps: 5-year 10-year 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 NEW 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.		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 UMVRDC. 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.		