Conference for Food Protection – Committee FINAL Report

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COMMITTEE NAME: Board Meeting Efficiency Ad Hoc Committee

DATE OF FINAL REPORT: *3/6/2020*

COMMITTEE ASSIGNMENT: ☐ *Council I*   ☐ *Council II*   ☐ *Council III*   *X Executive Board*

REPORT SUBMITTED BY: Rebecca Vought

COMMITTEE CHARGE(S):
1. Board Motion to form an Ad Hoc Board committee to consider time saving options for face-to-face Board meetings held between the biennial meetings;
2. Committee to report its findings at the spring 2020 Board meeting.

COMMITTEE WORK PLAN AND TIMELINE:
1. October: Conference call(s)
2. November: Survey to Committee
3. December-March: Review Results and Report back to Executive Board during April meeting.

COMMITTEE ACTIVITIES:
1. ***Dates of committee meetings or conference calls:***
   a. October 4, 2019 – Conference call to start initial discussion on way to save time during Executive Board Meetings.
2. ***Overview of committee activities:***
   a. Survey created based on October 4, 2019 conference call and sent to Ad Hoc Committee members.
   b. Survey Monkey sent on October 18, 2019, with request to complete by October 28th.
      - See attached supporting document for survey questions.
   c. November 15, 2019 survey results compiled, and results sent to committee for comments. Final Board recommendations based on survey and feedback.
      - See graph attached

3. ***Charges COMPLETED and the rationale for each specific recommendation:***
   a. Based on the results of the survey, the committee now ask that the Executive Board vote to approve the following meeting methods for the August 2020 Board Meeting, as a pilot for future use.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Place time holders on each Agenda item and use Robert's Rules to extend time frames (much like Council deliberations) for discussion.

2. Only have Committee's that require Board action verbally report. All Committee's still required to present a written report. The acknowledgement of Committee Reports would be done under one motion, unless specific discussion is request by a Board member.   Board leadership will add a coversheet to Committee Reports that would self-identify those wanting Board Action, desire to verbally report, and a suggested time frame for their report.

3. New Business Agenda Item to discuss Robert's Rules for EB meetings going forward and the use of acknowledgements of Committee Reports under a Consent Calendar

SUPPORTING ATTACHMENTS:
1. Board Meeting Efficiency Ad Hoc Committee Survey
2. Results of Board Meeting Efficiency Ad Hoc Committee