

Executive Committee Meeting
Tuesday, April 30, 2024 at 10 AM via Zoom

Attendees: David Dietrich, Beth Sullivan, Carla Homstad, Jeanette Fregulia, Lynda Grande, Mary Hernandez

Vice Chair Beth Sullivan called the meeting to order at 10:10 AM. A quorum was present.

Discussions:

Executive Director Report: Jill updated the executive committee on her plans to restructure the staffing of the organization. She has been in conversation with Dave Dietrich and Jean Faure, both attorneys, to assist her with this reduction in force. As of April 30th, HM will eliminate the position of Office Manager. Those administrative duties will be assigned to existing staff. Additionally, Jodi Todd, part-time staff accountant, has given her notice. She will work with the organization through mid-June. Jill will hire a full time Fiscal Operations Manager to fill this role moving forward. The executive committee offered their support of this decision.

Planning for Spring Board Meeting in Butte June 14-15: The executive committee reviewed the evaluation results from the February meeting. Overall, the results were quite positive about the changes to the meeting structure. Ideas for cultural tours in Butte were discussed. Jill will investigate options. Discussion about board development topics and/or generative conversations for Friday's session were considered. Feedback from the February board meeting included more education regarding the board's fiduciary role. Jill reported that the finance committee has signed up to attend the Montana Nonprofit Association's two-part web-based training, The Board's Guide to Money. She will extend the invitation to all board member to attend. Additionally, the structure of the committee time at the previous board meeting was reconsidered. All agreed that time together as committees was worthwhile, but more structure and preparation would be helpful. Dave, Beth and Jill will take this feedback into consideration as they finalize the agenda.

Community Engagement Committee Update: Jeanette reported that she met with Jill in April to discuss this committee's charter and further define its purpose, yet struggled with clarifying the governance role of the committee separate from operations. Through this discussion, Jeanette came to the conclusion that perhaps we were trying too hard to create a committee and that with a development director now hired as well as an executive director, it is time for the board to reconsider its governance role.

The committee concluded that board oversight of programs and development is provided through the approval of the strategic plan, and the executive director supervises staff to ensure that the strategic goals are met. Additionally, it is the role of each board member to support fundraising and outreach for HM. Ad-hoc operational committees that include board involvement may be recruited throughout the year to help with planning events.

Concerns were raised about providing board support to program and development staff through the committee. Jill thanked the committee for stepping up to support staff during the recent leadership transitions, and assured them that staff were well supported and would be available to provide reports to the board as requested.

The committee then discussed next steps for dissolution the Community Engagement Committee. Mary recommended that the Governance Committee be informed. The dissolution will require a change to the by-laws; therefore, the board should be informed of the recommendation from the community engagement committee at the June 15th board meeting with a vote to be added to the agenda at the September 28th board meeting.

Beth Sullivan made the motion in support of the community engagement committee's recommendation to dissolve and add the dissolution of the committee to June board meeting agenda, David Dietrich seconded the motion. The motion carried unanimously.

Executive Director 1 year Review Process: Jill and Dave will review the current process and suggest changes based on best practices. The review will commence after Jill's first year of work anniversary (June 30), and results of the review will be shared at the fall board meeting.

DRAFT Board Governance Calendar: Jill and Mary presented the draft board governance calendar to the executive committee. Mary suggested adding dates as much as possible. Jill reported that a calendar for each committee would also be drafted. The executive committee was pleased with the calendar and found it quite helpful.

Dates for 2025 board meetings—locations TBD:

- February 21-22, 2025 (weekend after President's Day)
- May 30-31, 2025 (weekend after Memorial Day)
- September 26-27, 2025 (last weekend in September)

Lynda offered her cousin's dude ranch as a potential venue in 2025. She and Jill will follow up with her to gather more information.

The meeting was adjourned at 11:17 am. JB