

Minutes of SVOA Board Nominating Advisory Committee

Meeting September 16, 2020 1 PM at the clubhouse

In attendance: Virginia Walter, Sheila Coxon, Barbara Bowns, Jim Palermo, Mike Aronson, Gerald van Belle, and Tony Olsen.

(No one volunteered to take minutes. The chair wrote some notes down during the meeting.)

The minutes of the September 2nd meeting were accepted as submitted.

Report on activities from the chair

Kurt has confirmed that Marj and Jane's term of office ends at the annual meeting in 2021.

Mike reported three requests for advice from a new board member. Because we have no established policy on advice, none was given.

Mike passed out a list of important types of motions and volunteered to teach 10-15 minutes on Robert's Rules of order at one of our training sessions.

Report from Barbara

We will also be inviting individuals who have expressed an interest in serving on the Board to help them prepare themselves for their prospective role. Our goal as a committee is to provide the training the first full week in October, prior to the Oct 14 Board Meeting so new board members will have the information before they begin work on Budget preparation. Classes will be held in person in the clubhouse. Masks and social distancing will be used. Oregon's phase two Covid rules allow up to 50 people but we will not be even close to that number of attendees. The Committee will prepare and distribute binders prior to the training. That way, if anyone is unable to attend any of the sessions, they will have the material. Our goal is to keep the sessions to approximately one and a half hours each, (15 minutes per segment).

Barbara has digital copies of the documents she wants to print and the copies all are on a thumb drive she will take to the printer. She will purchase the binders and tabs. She intends to make 10 complete binders. Committee members who attend the training sessions will have temporary use of a binder.

Instructors must submit their requests for including printed materials to Barbara before September 30th.

The **training schedule** is:

Tuesday October 6 1-2:30 pm

State Statutes governing Planned Communities, Articles of Incorporation, CC&R's, By-Laws, and Architectural Review Committee including Special Declarant Rights.

Wednesday October 7 11-12:30 am

Rules and Regulations, Budget, Reserve Account, List of Contracts funded by the association and brief description of each.

Thursday October 8 1-2:30 pm

SVOA Committees and their charter statement, Roberts Rules and how to conduct meetings, Reference to the HOA Handbook (but no specific training).

New Business:

BNAC Advice Policy: If a committee member receives a request for advice, the request should be forwarded to the BNAC Chair. The chair may ask another committee member to answer the request. We have to be cautious when giving advice so as not to be seen as telling the Board what to do. Whenever possible, the advice should be represented as a choice rather than a certainty. The advice should allow the asker to control their own direction based on their personal opinion. The only exception would be if the committee member determines the question concerns the specific legal authority for an action. In that case, the Committee member is limited to providing the relevant section of the governing and other important documents. We do not give legal advice.

Motion: Shall we make a recommendation to the board to fill David Stewart's position? Motion passed.

Motion: Shall we recommend Suzy Pelican to fill the current board vacancy? Motion passed.

BNAC Recruitment Policy: As a first step, we will compose a letter to be sent by Kurt to the members of the association explaining the purpose of our committee and asking for members in good standing that have an interest in joining the Board to contact us. We will also contact the chairs of the other standing committees asking them to recommend persons on their committee who they think might make good candidates. All Committee members can ask Association members if they would like to investigate the possibility of joining the Board.

As a second step, the candidate will be asked if their name can be mentioned to the full Committee. The prospective candidate will be told that the Board is a working board and what that means in terms of time spent on Board business and time spent in reading the governing and other important documents.

As a third step, the candidate will be interviewed by two members of BNAC. These two committee members will report back to the BNAC with a recommendation for action.

Errors Policy: Since our charter binds us to teaching new board members the principles of good governance, not only must our Committee be a model of good governance but we are also obligated to point out errors in Board procedures. When we hear something that is out of order at a board meeting, we can rise to the point, wait for the Board chair to recognize us, state our point, and let the Board make its own decision to make a correction or not.

Robert's Rules Policy: We can point out the locations on the Internet of short form "Cheat Sheets" but we have no recommendations about what version of the rule book to purchase or consult.

Discussion: We discussed three observable errors made during the Board meeting of September 10th. Our consensus was to go forward with our education program as a way to prevent these errors in the future. The Committee will not cast blame on events of the past.

Our **next meeting** will be after the Tuesday, October 6th training session. It could start anywhere from 2 to 3 PM. Future meetings will be scheduled on Tuesdays instead of Wednesdays so that we finish our business one day ahead of the deadline to place items on the SVOA Board agenda.