



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Friday, May 31, 2019 Minutes

Present

- **Institute Board Members:** Teresa Acosta, Michele Beal Bagneris, Stan Caldwell, Brett Channing, Carolyn Coleman, Hal Conklin, Rod Gould, Nick Gonzalez, Jim Keene, Graham Knaus, Lee Lor, Pat Martel, Neil McCormick, Dan Miller, Richard Montgomery, Sue Novasel, Nat Rojanasathira, Lydia Romero, Hilary Straus
- **Absent:** Patrick Blacklock, Mark Gaughan, Randi Johl, Erin Steffen
- **Guests:** Jonathan Kaufman, Jeannie Howell, Emily Thielman
- **Staff:** Karalee Browne, Kim Danko, Nicole Enright, Kristy Jensen, Melissa Kuehne, Erica Manuel, Christal Lazard and Randi Kay Stephens

I. Welcome/Introductions

Michele introduced new Board members – Richard Montgomery, Sue Novasel, Nat Rojanasathira and Hilary Straus.

II. Executive Session

The Board met in Executive Session first with the Executive Director then without.

III. Administrative Items

March 2019 Minutes

Rod moved to approve the March 2019 minutes. Lydia seconded. All in favor. Motion approved.

IV. Executive Committee Report

August Retreat Update

Michele shared that the committee discussed the upcoming August retreat, where the Board will conduct strategic planning. The committee also discussed logistics and dinner. Erica asked the Board to notify Kristy if attending and bringing a guest.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Legal Counsel

Erica reported staff is actively seeking legal counsel after being given Board direction. Staff will report back on progress.

V. Governance Committee Report

Policy/Bylaw Updates

Brett shared that on the April 18 call the committee reviewed the Bylaws and Committee Policies. The committee recommended edits to reflect current practices. The most substantive changes were assigning the roles of Secretary and Treasurer to accommodate updated California Secretary of State requirements.

Graham moved to approve the bylaw changes. Nat seconded. All in favor. Approved.

Future Policy Review

The committee also discussed timing of future bylaw and policy changes.

New Board Member Orientation

Brett shared that the new Board member orientation took place via phone on May 10.

Committee Assignments

Brett reported that the committee finalized their proposed committee assignments for new Board members and that Michele had approved the recommendations. All Board members were notified of their assignments.

VI. Finance Committee Report

March and April 2019 Financials

Neil reported that the committee met on May 14 and directed the Board to the financials in the board packet. Neil noted for the Board that the report indicates a significant increase in cash and investments. This increase is the result of an unexpected \$537,000 donation from the League. This donation covers their annual \$205,000



INSTITUTE FOR LOCAL GOVERNMENTSM

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contribution with the remainder earmarked for project work to be determined at a later date.

There were no objections to accepting financials. Financials were received and accepted.

Nat suggested a revision to committee report to reflect that Erin was present at the committee meeting.

Audit Update

Neil shared that the audit process had begun and that a full report is expected in June/July.

Investment Policy

Neil reported that the committee reviewed the investment policy and had no changes, but noted the need to implement the investment policy. The committee is developing a reserve policy to bring to the next board meeting.

Graham shared CSAC has a reserve policy he is happy to share as an example or template.

VII. Advancement Committee Report

Board Giving

Teresa reported that the committee met by phone and welcomed Sue and Richard to the committee. She thanked the Board members who have already given, and reminded the rest of this Board of the 100% Board giving goal and the importance of that metric for potential funders. Teresa encouraged the Board to continue to focus on advancement through the strategic planning process and to make new introductions to foundations and good governance organizations. She encouraged Board members to facilitate meetings and bring contacts to the table including prospective corporate partners.

Communications and Marketing Committee

The Board discussed the possibility of forming an ad hoc or standing marketing and communications meeting after the strategic planning process.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Erica shared staff is working to build and support Melissa's communications role and is exploring ways to keep our communications more consistent by beginning marketing and communications team meetings. Communications and marketing will continue to be a priority for the staff.

VIII. Strategic Planning Ad Hoc Committee Report

Strategic Planning Process

Rod reported that Michele assigned members to the ad hoc committee for Strategic Planning.

Strategic Planning Goals, Roles & Responsibilities

The goals of the strategic planning process were discussed at the March board meeting. The committee met via conference call on April 11 and discussed additional priorities for the process including the process for selection of a strategic planning consultant and refinement of ILG's mission, vision and values. The Committee agreed to use the May Board meeting to begin the strategic planning process.

The Strategic Planning Committee agreed that after the consultants were selected, they would check in several times before the Board retreat on the work Third Plateau is conducting and the Board will receive periodic updates. Erica will be responsible for day-to-day management of the strategic planning consultant and the committee will advise.

Consultant Selection and Onboarding

The Committee authorized Erica to lead the identification a consultant with expertise in nonprofits, philanthropy and local government. Third Plateau was selected.

May Board Meeting Preparation and Approach

The Committee had an introductory meeting with the consultants via telephone on May 22 to review the strategic planning process and approach.

Key Milestones & Timelines

Erica reported that the strategic plan will guide the next three to five years of the organization and requested that the Board be honest throughout the process, to think



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

from a forward-looking perspective and to draw from individual experience. The plan will form in the next four to six months and is planned to be ready for adoption in November.

The focus of the Board retreat will be strategic planning, which will result in draft documents to review in the fall.

IX. Program Updates

Staff provided brief highlights of ILG's 2019 initiatives. Full program updates were included in the packet.

X. Strategic Planning

Strategic Planning Session

Third Plateau introduced the strategic planning process which will result in a final report in November 2019. ILG Board members and staff participated in a facilitated conversation regarding ILG's current strengths, challenges and opportunities and future strategies. During the session, the Board discussed ILG's mission, vision and values as well as the organization's purpose and theory of change.

XI. Adjourn

Approved August 13, 2019