



# INSTITUTE FOR LOCAL GOVERNMENT<sup>SM</sup>

*Promoting Good Government at the Local Level*

## Friday, November 15, 2019 Minutes

### Present

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

### I. Welcome/Introductions

Michele welcomed Dallin Kimble to the Board.

### II. Administrative Items

#### August 2019 Minutes

Carolyn moved to approve the August 2019 minutes. Lydia seconded. All in favor. Motion approved.

The board and staff presented a certificate to thank Erin for her service to the Board.

### III. Executive Committee Report

#### Marketing Committee

Michele shared the Executive Committee is creating the new Marketing Committee.

Erica referred the Board to the packet for the Committee description, sharing there will be a slight modification to bylaws and committee policies upon approval of this Committee. The Committee will be comprised of at least 50% ILG board members.



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Teresa shared the Committee will focus on making marketing and messaging clear and will accept marketing and communications professionals to the committee that are not on the Board. The first page of the Committee description shows that ILG has a desire for Committee members to have the necessary experience and that candidates will need to submit a letter of interest. Teresa celebrated Melissa's accomplishments and many duties with communications and beyond and recognized need to support staff efforts.

Michele shared that the next Chair in January 2020 would make committee appointments.

Rod moved to create the Marketing Committee. Teresa seconded. All in Favor. Motion approved.

## **New CACE Liaison**

The Board officially recognized Dallin Kimble as new liaison to ILG board.

## **Committee Leadership**

Erica shared that with a new Committee, there will be leadership shifts for Committees. Teresa's interest in chairing Marketing committee will leave vacancy for Advancement committee. Neil and Brett will remain Chairs in their respective roles.

## **2020 Committee Assignments**

Michele requested the Board sign up for 2020 Committee Assignments based on first and second preference. In January, assignments will be completed.

## **2020 Board Dates**

Kristy shared the process for identifying the dates for the 2020 board dates, which are open and not in conflict with affiliate events. Kristy requested the Board select dates that work with their schedules. Kristy will then identify dates for 2020.

## **IV. Finance Committee Report**

### **September 2019 Financials**

Neil reported Committee met November 5 via conference call. The Committee reviewed the 2020 budget and the reserve policy. ILG moved money into CalTrust in July, which Neil reported is performing quite well, and is realizing interest.

Erica walked the Board through the packet and shared the accounts receivable doing well. The Sustainability Program was slow at beginning of the year, and is now making that up in Q3. Revenues are 400% of expected for the year. All programs are below



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expense projections, and ILG is at 75% of revenues and expenditures are below 75%. Cash on hand went down because ILG moved money into investment account.

Erica recognized the huge amount of work staff completed to achieve revenue above expenses.

Mark motioned to receive and file. Erin seconded. All in favor. Motion approved.

## **Reserve Policy**

Neil discussed there have been minor changes have been made to the reserve policy. Stan motioned to approve. Mark seconded. All in favor. Motion approved.

## **V. Program Updates**

Staff provided highlights of ILG's 2019 initiatives and what opportunities are ahead for 2020. Full program updates were included in the packet.

## **VI. Strategic Planning Update**

### **Strategic Plan Review & Discussion**

The committee and staff presented the goals of the Strategic Plan.

## **VII. Strategic Planning Update – Cont'd**

Strategic Plan Review & Discussion continued after the Board broke for lunch. Third Plateau presented the Theory of Change.

Erica shared there is still time to do wordsmithing and final revisions.

Jim moved to adopt the Strategic Plan. Lydia seconded. All in favor. Motion approved.

## **VIII. Executive Session**

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

## **X. Adjourn**

Approved January 31, 2020