

## **Best Practices Committee (BPC) Meeting Agenda**

**Meeting Time: 6:00 – 7:00 p.m, Saturday Jan 20, 2007.**

Meeting concurrent with dinner. Bring dinner with you.

Feel free to come to the meeting room early for conversation.

**Location: TBA**

### **Committee members:**

John Blevins (chair), Paul Rickter, Joan Lund, Sue Stukey, Ed Wilde, Pam Allen-Thompson

### **The Agenda:**

1. Welcome guests, brief personal check-in, eat dinner.
2. Reminder to self-monitor our work from an AR/AO/MC perspective.
3. **Future of this Committee?** At our Oct06 meeting:
  - a. The BPC proposed that this Cmte (BPC) be put into hibernation until the Board has finished its migration to a new governance model, so that we could all focus our energies on that topic.
  - b. We recommended forming a **Governance Transition Team** to aid in this focusing of our energies.
  - c. The Board chose **NOT** to act on the BPC hibernation request, and they **DID** decide to form a Governance Team.
  - d. The Board asked for an environmental impact statement regarding the possible hibernation of BPC. What will we lose, or what will not get done, if we put BPC into hibernation at this time?

In response to this question, I have compiled a **working draft** of the topics that the BPC could address. The draft list follows.

At this meeting, we will incorporate your thinking into my working draft, so that we can report it out to the full board. If you are able to send me your ideas ahead of the January meeting, I will bring an updated list to the meeting.

4. Planning for **April 2007 meeting**. Given the other topics above:
  - a. What items do we want on this upcoming agenda?
  - b. What preparation can we be doing in advance?
  - c. What information will we want to help us address an issue? How will we get it?
  - d. Are there people knowledgeable about the upcoming issues that we would like to invite to join us?
5. Other essential business?
6. **Recap** what we will report out to the full board.
7. Meeting **process review**, including AR/AO/MC (Pam Allen-Thompson)
8. Adjourn.

## **Best Practices Cmte Pending Agenda Items as of December 2006**

1. BPC Motion #3 from Jan 2006 – **Timely Minutes and Notes of Board Meetings**
  - a. Conduct a brief review of the “pilot test”, as proposed by Paul & Kay in Jan 2006. How is it working?
  - b. Decision on concept of posting audio content of Board meetings, and perhaps other key meetings, on UUA.ORG. Requested by Openness Implementation Cmte, Nov 2006.
  
2. **The Board Agenda Preparation Process.**
  - a. Are Board members getting the information they want and need, in a manner that they can use during Board meetings?
  - b. How can we help educate our co-workers and staff about the kind of information we need/require to help us process their requests and their information in a timely, effective manner?
  - c. Review the criteria that the Secretary applies to “late documents”. We want the Secretary to have the full support of the Board if he should deny a document for inclusion in the Board agenda materials due to lateness.
  
3. **Report and Correspondence Management.**

How can we insure that we follow-up on all correspondence and reports received by the Board, so that the preparer’s work is recognized, and that any recommendations considered and acted upon where appropriate?  
This has not been routinely happening over the past few years (at least).  
Blevins/Wight compiled some working papers on this, which are now in the hands of the First Vice Moderator, as of Oct2006.
  
4. **UUA Glossary**

Ask the UUA staff to provide a Glossary of terms and acronyms on UUA.ORG. It may use the Glossary that the Board has built in its Orientation materials, but it needs a systematic way to be kept up to date.
  
5. **Developing a board self-assessment process.**

Some sample assessment questions:

  - a. Are we modeling the effective meeting practices and behavior that we desire?
  - b. Would we hold ourselves up as an example of effective meeting practices?
  - c. Is our time together focused upon the work that only a Board should do?
  - d. If we were to start from scratch and design our Board meeting weekends, would they differ from our current practice? If so, in what ways?
  - e. If we see possible changes, how do we get there?

Does this board choose to adopt a self-assessment process?  
What should that process look like?  
How does this differ from our “process observations”?  
Who will develop the process? When?

6. **Board Leadership Development.**

- a. How do we continually develop board leadership talent?
- b. Who will oversee the process, tracking what skills are needed, and deciding how they can best be obtained?
- c. How could we inform voters (i.e. Congregations, Boards, delegates) of the skills and talents needed on the Board, so that they could weigh this in making their nominations and casting their ballots?
- d. How will we manage the budget for this?

7. What are our expectations of our **Board Orientation** Process?

- a. What are the purposes of our orientation session(s)?
- b. Is this a part of our leadership development process? Should it be?
- c. Is a bi-annual Orientation session sufficient? Why, or why not?

8. **Board liaisons.**

What do we expect from them?

What value do they add to the system? At what cost?

Is this role part of a leadership development strategy?

Is this Board or staff work?

Do we need to maintain this role in our organization? Why? Why not?

*(incorporate into the development of our new governance model?)*

9. **Information Privacy Policy.**

How will we develop and implement an Information Privacy Policy for the UUA?

Where is Mark Steinwinter on this?

10. **How will we develop relational covenants?**

*(this is a request from April 2005 Board meeting)*

*(incorporate into the development of our new governance model).*

- between the Board and the President
- between Board and Moderator

11. **Key Person succession planning**

*(incorporate into the development of our new governance model).*

a. **Staff** Succession Planning

- i. What assurance does the board desire about succession planning within staff?
- ii. How should this be expressed in Policy?

b. **Board** Succession Planning.

- i. Is the board comfortable with its own plans for key person succession? Are we prepared to quickly and effectively fill key vacancies?  
How should our succession plan be documented?
- ii. What are the key positions that require a succession plan? (e.g. Moderator, Vice-Moderator, Secretary, Committee on Committees, etc.)