

## **The Governance Working Group Schedule for Oct 17-21, 2007**

J.Blevins, convener

### **Wed evening, Oct 17<sup>th</sup>: 9:30 p.m. – 10:00 p.m.**

Informal gathering of the group, with consultant Susan Stratton, at P&E. Handle urgent questions or issues in preparation for Thursday evening governance workshop.

### **Thursday morning 18<sup>th</sup>, 7:00 am - 8:00 am**

Possible breakfast together. To be confirmed Wed evening.

### **Thursday evening 18<sup>th</sup>, 5:30 – 6:30 p.m.**

Dinner together, final prep for the 7:00 – 9:00 pm Governance Workshop.

All WG convener's invited to join this discussion.

Final plans and arrangements for the 7:00 workshop.

### **Thursday 18<sup>th</sup>, 6:30 – 7:00 pm** set up the meeting room with supplies needed.

Computer. Projector. Papers. etc.

### **Thursday 18<sup>th</sup>, 7:00 – 9:00 pm**

Workshop on Governance, full Board. Susan Stratton.

### **Thursday 18<sup>th</sup>, 9:15 – 9:45 pm** Governance WG debrief of workshop. What changes do we need to make on Friday based on what we saw in this workshop?

### **Friday 19<sup>th</sup>: Governance WG agenda for 8:30 – 10:00am**

Check in.

Opening Reading: Chuck Wooldridge

Final prep for 10am-12noon Policy development work with each WG.

### **Fri 19<sup>th</sup>: 10:00 – 12:00 Noon**

One member of the Gov WG joins each of the other 4 WG's to embark on drafting policies. Susan Stratton will travel among the groups, coaching, mentoring, trouble-shooting, etc.

#### **Goals:**

- a) Identify needed but missing policies.
- b) Revise draft policies as needed.
- c) Each Trustee reaches the point that they can support the Policies.

Collect a USB Drive containing the Policy work from each WG.

### **Fri 19<sup>th</sup>: Lunch through 2:30 pm**

Prepare for the 3:00 – 5:00 Governance debrief

Set up the meeting room for the debrief.

Assemble all the electronic copies of the policies from each WG, and prepare to project them in the meeting room.

**Fri 19<sup>th</sup>, 3-5 pm**

Governance work debrief.

Can we bring together the morning's work, into a set of policies that we can vote to adopt?

- a) Report from the morning's work by each WG.
- b) Questions & Issues.
- c) Resolve differences in versions of policies.
- d) Decision: Are we ready to vote to adopt the morning's work as "Executive Limitations" policies"?
- e) What about this process should we consider changing for the January 2008 meeting?

**Sat 20<sup>th</sup>, just before lunch break**

Conduct a "governance process observation" regarding the morning's work. Consultant Susan Stratton to assist.

**Sat 20<sup>th</sup> Noon – 1:30 Governance WG joins Finance Cmte meeting**

Discussion of Policy Governance as it applies to our financial management and governance.

Where does the Audit Cmte fit in the Governance picture?

What additional work (if any) needs to be done on the "Exec Limitations" in the financial area?

**Sun 21<sup>th</sup> Board Meeting**

Vote to adopt Exec Limitations policies developed on Friday.

**Attachment:**

Section 3, Executive Limitations Policies from the 26May2006 draft Governance Policy Manual (6 pages)