

Present: Amanda Cade, Betti Ingman, Hwa Jeong Kim (called in), Ethan Osten, Steve Struhar  
Absent: Suyapa Miranda

## **Email voting**

Proposed policy: Email voting will be reserved for time-sensitive items that need to be decided on before the next meeting (board or committee). Members of the board or committee will have at least 48 hours to respond. If the turnaround time is less than 48 hours, the board chair or committee chair and NENO's Executive Director will coordinate a plan to reach out to all members involved. For email voting, a Google form will be used with each committee member/board member's name and a space for voting (yes, no, abstain) and an opportunity to comment. No response will be considered abstaining. A majority vote applies. Email voting will not occur for any vote that requires  $\frac{2}{3}$  vote to pass.

### **Action item**

- Steve will create a sample template
- [https://docs.google.com/forms/d/e/1FAIpQLSdvl05iA1p\\_EdGc9Z3iFykS\\_1UxpAuxBcD7SThxh6QOLb9QYA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdvl05iA1p_EdGc9Z3iFykS_1UxpAuxBcD7SThxh6QOLb9QYA/viewform)

## **Content of Policies and Procedures (P&P)**

### **General discussion on content to include in P&P and where to start**

Betti shared a handout with eight points, question/discussion about what type of board is NENO--this will possibly be addressed in the strategic plan, Steve shared a business-oriented P&P

We focused our discussion and are working on board orientation and onboarding policies for the next P&P update/addition:

- Develop clear structure for how meetings are run, writing strong agendas (providing background on item up for discussion or vote)
- Assign a mentor/buddy (send meeting reminders, have regular check-ins, offer transportation)
- Allow opportunity and space during a meeting for people to understand the proceedings/be brought along
- Create guidelines for when board packet is sent out and expectations on having read it

### **Action items**

- Betti will talk with the executive committee about meeting structure
- Hwa Jeong will try to find items from her board orientation experiences (video on how to make a motion, etc.)

**Future topics to consider**

- In crafting policies, use thoughtful/deliberate language
- Create job description and agreements for executive committee members and board members in general
- Create a glossary of acronyms (PED, NEDT, NEBA, etc.) and general definitions for use at meetings; going through board manual to find, or add to the manual for quick look up and use by board/committee members and community members at meetings
- Clarify what type of board NENO is

**Links to documents referenced**

<https://www.nonprofitexpert.com/sample-nonprofit-board-policies-and-procedures/>