**Alzheimer’s Resource of Alaska**

*<MONTH>* ***Governance Committee Meeting***

***This committee meets*** *monthly, quarterly, reoccurring time, etc TBD****.***

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| --- | --- |
| Date: | Location: <place of meeting> |

Attendance Log:

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| --- | --- | --- | --- | --- |
| **Board Members Staff** | | | | |
|  | Sabrina Peterson, Chair |  | Lisa Sauder, Executive Director |
|  | George Borderieux |  |  |
|  | Darrel Brown, Sr. |  |  |
|  |  | **Guests** | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

X= Present E= Excused V= Virtual/Video or Phone

|  |  |
| --- | --- |
| **Topic** | **Information – Findings – Conclusions – Recommendations** |
| Agenda Item 1: |  |
| Agenda Item 2: |  |
| Agenda Item 3: |  |
| Current Standing Items | * Status Update on SP FY 2024 Operating Plan Tactics |
| Other Updates/Discussion |  |
| Action Items |  |
| Next meeting |  |

**Strategic Plan – FY 2024 (July 1 – June 30) Operating Plan Status Update**

*Status Options Only: Not Started, In Progress, Done, Moved to FY 25, Changed tactic to….*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **FY 2024** | | |
| Initiative |  | Priority Tactics  (these are taken from your Strategic Plan) | Accountable Party | Completion Date | Status |

**Strategy 2. Organizational Capacity**

**Create and maintain internal organizational stability.**

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| --- | --- | --- | --- | --- | --- |
| **2.1. Stabilize Board processes; recruitment infrastructure, engagement, retention, diversification, onboarding, committees.** | **A.** | Complete Board Infrastructure Design and Training with Resourceful Results Consultant and review all current Board documents. | Governance-Sabrina/Lisa/Hilary | Q3 | In Progress |
| **B.** | Update board portal on website to allow access to past agenda/minutes/budget/strategic plan and committee info. | Governance-Sabrina/Lisa | Q3 |  |
| **C.** | Assess current board, including Clifton StrengthFinder and matrix to determine strategy for recruitment of new members to ensure diversity and skill sets appropriate for board. | Governance-Sabrina/Lisa | Q2 |  |
| **D.** | Develop and implement on-boarding materials and annual conflict of interest/donation and other needed documents. | Governance-Sabrina/Lisa | Q3 |  |
| **E.** | Develop job descriptions for all board positions and fill all Board committees. | Governance-Sabrina/Lisa | Q4 |  |