

Alzheimer’s Resource of Alaska
<MONTH> Governance Committee Meeting
This committee meets monthly, quarterly, reoccurring time, etc TBD.

Date:	Location: <place of meeting>
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Attendance Log:

	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:	<ul style="list-style-type: none"> • • • •
Agenda Item 2:	<ul style="list-style-type: none"> • • • •
Agenda Item 3:	<ul style="list-style-type: none"> • • • •
Current Standing Items	<ul style="list-style-type: none"> • Status Update on SP FY 2024 Operating Plan Tactics • •
Other Updates/Discussion	<ul style="list-style-type: none"> • • • •
Action Items	<ul style="list-style-type: none"> • • • •
Next meeting	<ul style="list-style-type: none"> •

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.

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	