

# Nov 16, 2023 11:00 AM | Q2 | Nov 2023 CS&S Board Meeting

## Attendees:

### Board Member Attendees:

- Kari Jordan, Board Chair
- Cormekki Whitley
- Jochai Ben-Avie, Finance Chair
- Shannon Dosemagen, G&P Chair
- Josh Greenberg, Board Advisor
- Jonathan O. Cain, Vice Chair and Audit Chair
- Elizabeth Eagen
- Dr. Timnit Gebru

### Non-Board Member Attendees:

- Danielle Robinson, Executive Director
- Joe Hand, Senior Director of Operations
- Keith Chreston, CFO
- Page Metcalf, Operations Director

Minutes: August 3, 2023 Q1 meeting minutes

Meeting agenda:

### Action items:

- Management TODO: Send the process recruitment to the board for comments/feedback on the process
- Prep for Q3 fee-based retention strategies

Notes:

### Call to order and opening business

- K Jordan called the meeting to order at 1:04pm CST
- Approval of agenda
  - Request to switch timing and move G&P Section to earlier in the meeting
  - Agenda approved
- Approval of Q1 meeting minutes
  - Edit J Ben-Avie committee chair title
  - J Ben-Avie moved to approve the minutes, minutes approved

### Executive Remarks

- Overview of Q1 and Q2 activities
- D Robinson highlighted that Q2 is historically the busiest season. The FY23 audit underway.
- D Robinson reviewed goals from the strategic plan, including sustainability of

the budget and onboarding of new projects.

### **Governance & Personnel Committee Report**

- Board transitions
  - Current chair K Jordan term will end in January 2024.
  - Review of slate of upcoming candidates for committee appointments.
- Recruitment
  - Highlighted the need to bring in expertise to Audit Cmte and Finance Cmte
    - S Dosemagen requested feedback on which areas to prioritize
    - Discussion emphasized need for board members experienced in financial matters, succession planning, and consideration of growth and size of the organization
- Overview of 2024 work
  - S Dosemagen presented upcoming priorities including in-person Board retreat, review of board advisor role, ED performance evaluation

### **Finance Committee Report**

- K Chreston presented FY23 financial assessment, highlighting excellent financial performance
  - Jochai - recommended to look holistically at pricing strategies
- Update on the Audit (Jonathan)
  - K Chreston reviewed two proposed audit adjustments, Audit will continue over next few weeks as scheduled, anticipate draft ready in early December.

### **Executive Session**

#### **Formal closing 1:15pm PT by consensus**

Minutes recorded by Page Metcalf on Nov 16 2023

