

MINUTES
BOARD OPERATIONS COMMITTEE MEETING
HELD: JANUARY 5, 2015

Approved: February 2, 2015

The regular meeting of the Board Operations Committee was held on Monday, January 5, 2015 at 7:30 p.m. at the Columbia Association Building. Present were BOC members Russ Swatek, Alan Klein, Jeanne Ketley (on behalf of Nancy McCord) and Brian Dunn (on behalf of Gregg Schwind). Gregg Schwind arrived at 8:12 p.m. Also present were Reginald Avery, Chief Staff Liaisons Susan Krabbe and Jane Dembner, Governance Chief of Staff Rob Goldman, and President/CEO Milton W. Matthews.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
3. **Approval of the Agenda:** Alan Klein moved to approve the Agenda, Brian Dunn seconded. The agenda was changed to have numbers 7 and 8 on the agenda be discussed prior to number 6.
Action: The BOC voted unanimously to approve the Agenda as Amended.
4. **Resident Speakout:** None.
5. **Approval of the Minutes:** Alan Klein moved to approve the Minutes of the December 1, 2014 meeting. Brian Dunn seconded. The vote to approve was 3-0-1.
For: Russ Swatek, Alan Klein and Jeanne Ketley
Against: None
Abstaining: Brian Dunn
6. **Administrative Items (moved from number 7 to number 6):**
 - (a) **Planning for the President/CEO's Mid-Year Review:** The BOD requested that Milton W. Matthews provide a report of progress against FY 15 goals. The BOC discussed the date for the President/CEO's Mid-Year Review. Brian Dunn made a motion to hold a closed meeting of the BOC following the regular meeting of the Board of Directors on January 22, 2015. All Board members will be invited to attend. Jeanne Ketley seconded.
Vote: 3-0-1
For: Russ Swatek, Brian Dunn and Jeanne Ketley
Against: None
Abstaining: Alan Klein

Annual Review and Compensation Decision: The BOC reviewed the President/CEO's Evaluation Form used in the past. They discussed condensing the current format and how to present the information collected.

Annual Review: Jeanne Ketley made a motion to replace the first section of the current evaluation form the President's four goals and do a numerical rating (1 to 5) and allow comments. The second section will be a narrative on the major topics including Administration, Interpersonal, Individual, Leadership and Finance. Brian Dunn seconded.

Action: The BOC unanimously approved the amendment to the the evaluation form for the President/CEO's annual review.

Compensation: Brian Dunn moved that the current system for calculating the President/CEO's bonus be continued. Jeanne Ketley seconded.

Action: The BOC unanimously approved the current system for calculating the President/CEO's bonus.

(b) **Planning for the Proposed Goals and Objectives for the President/CEO for FY16:** Milton W. Matthews suggested that he provide the BOC with his proposed goals for discussion. Hearing no objection, Russ Swatek requested that the President/CEO provide his proposed FY16 goals for the March 2, 2015 BOC meeting.

(c) **Proposed Orientation and Organizational Schedule for FY16:** The BOC reviewed the orientation and organization schedule dates for FY16. Jeanne Ketley made a motion that at the May 14, 2015 the Board elect the representatives to the Inner Arbor Board; Alan Klein seconded.

Action: BOC voted unanimously to approve the motion.

Gregg Schwind made a motion to send the Orientation and Organizational Schedule for FY16 as amended to the Board of Directors for approval. Jeanne Ketley seconded. The vote to approve was 3-0-1.

For: Russ Swatek, Brian Dunn and Jeanne Ketley

Against: None

Abstaining: Alan Klein

7. **Tracking Form (formerly #8):** The BOC reviewed the tracking logs for the Board Operations Committee, the External Relations Committee, the Planning and Strategy Committee and the Strategic Implementation Committee.

8. **Finalize Proposed Agendas for upcoming Board of Directors Meetings (formerly #6):**

(a) **Approval of the Agenda for the January 22, 2015 BOD Meeting:** Gregg Schwind moved to approve the agenda as presented. Alan Klein seconded.

Action: The BOC voted unanimously to approve the agenda for the January 22, 2015 Board of Directors meeting as presented.

(b) **Discussion of future agendas and items to be included:** Discussion on New Town Zoning will be included in the PSC meeting on February 12, 2015. Discussion on Columbia Speaks, CA Listens will be on the ERC agenda on February 26.

9. **Talking Points:** Presented by Alison Mathieson

10. **Adjournment:** The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Alison Mathieson
Recording Secretary