



**DATE:** October 6, 2016  
**TO:** Board of Directors  
**Cc :** Sheri Fanaroff, Dan Burns, Michelle Miller, Dennis Matthey, Chuck Thompson  
**FROM:** Milton W. Matthews  
**RE:** Recommendations Regarding Columbia Association Advisory Committees

On April 10, 2014, the CA Board of Directors approved recommendations made by an ad hoc sub-committee of the Board Operations Committee ("BOC") that was formed by the Board to discuss ways to enhance the effectiveness of CA's Advisory Committees. Since those recommendations were put into practice, the Board has eliminated its Planning & Strategy, Strategic Implementation and External Relations Committees, necessitating changes to the Advisory Committees' charters and practices, and it has become apparent that a few of the 2014 recommendations are not practicable. Consequently, listed below are the CA staff's updated recommendations regarding the status of and procedures to be followed by the Advisory Committees.

A. Status of Resident Advisory Committees

There are currently twelve resident advisory committees. They are:

1. Information Technology
2. Sport and Fitness
3. Health and Fitness
4. Aquatics
5. Tennis
6. Golf
7. Green
8. Watershed
9. Art Center
10. International and Multicultural
11. Senior
12. Teen and Middle School

The charters for all twelve committees, revised as discussed below in Section B, are attached to this memo as Addendum A.

CA staff makes the following recommendations with respect to changes in certain Sport and Fitness (“S&F”) committees:

- Sport and Fitness – We recommend that this committee be sunsetted at the end of this fiscal year (FY17). The members of this committee are the Chair and Vice-Chair of each of the other specialized S&F committees. The original intention in creating this committee was to allow members with different specialized S&F concerns to come to a better understanding of each other’s concerns and therefore a better appreciation of the budgeting of CA’s finite resources. In actuality, that intent has not been realized, and the members of each specialized S&F committee attend solely in order to advocate for their special interests. Since that purpose is already served by the specialized committees, the S&F committee is redundant.
- Health and Fitness – At present, only 3 or 4 members have volunteered to serve on this committee in recent years, although the committee’s charter provides that it will have 12 members representing different constituencies at the gyms. We recommend that this committee be suspended while we devise new approaches to recruit members for this committee and succeed in increasing its membership to achieve the purposes for which it was created.
- Golf and Green Committees – We recommend that at the end of this fiscal year, these two committees be combined into one committee, since their concerns overlap and there is frequently discussion of the same issues at meetings of both committees.

In the event that the board approves these recommendations, further revisions will be required to the S&F charters. Those revised versions are attached as Addendum B.

We recommend that the status of the other eight committees remain as is. This would reduce the total number of resident advisory committees from 12 to 10, 1 of which would be inactive for the time being.

#### B. Recommended Advisory Committee Procedures

1. Standardize the charters for all Advisory Committees by including:
  - a. A requirement that each committee submit an “Annual Report” to the Board in July each year. This report would describe the committee’s accomplishments for the fiscal year just ended and would also submit a “Charge” for approval by the Board. That Charge will consist of 3 to 4 proposed items aligned with the Committee’s goals as well as CA’s Strategic Plan and the President’s goals and objectives, which the committee will work on during the next 11 months. A template for the Annual Report is attached as Addendum C.

- b. A requirement that the committee provide testimony during the budget process, if that committee is requesting budgetary funds.
- c. A provision that Advisory Committees are not authorized to direct or oversee the day-to-day work of CA's staff.

(As noted above, the committee charters revised to reflect these provisions and the elimination of the three board committees, are attached as Addendum A.)

2. Over the course of each fiscal year, each Advisory Committee will be visited by a Board member at least once. The BOC will be responsible for assigning Board members to attend specific committees' meetings and for monitoring such attendance.

3. The staff liaison for each Advisory Committee will forward to all of the committee's members any emails or other communications received by the liaison that are addressed to the committee.

4. The staff liaison to each Advisory Committee will be responsible for submitting requests to the Communications & Marketing Department ("C&M") to post online:

- a. the Committee's meeting dates, times and locations;
- b. the Committee's meeting agendas and minutes;
- c. the staff liaison's name and email address; and
- d. the Committee's current charter and charge.

C&M will be responsible for posting this information in a timely manner.

5. Each staff liaison will have a set of responsibilities that include the matters listed in items 3 and 4 above. Those responsibilities are reflected in the Liaison Responsibilities document attached as Addendum D.

**ADDENDUM C**

\_\_\_\_\_ **Committee**  
**Annual Report – FY \_\_\_**

The members of the FY \_\_\_  
\_\_\_\_\_ Committee were  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (list members alphabetically by name). The  
staff liaison was \_\_\_\_\_. The Committee met \_\_\_ times  
during FY\_\_\_.

**A. Committee accomplishments for FY \_\_\_ (Fiscal year just ended):**

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**B. Proposed Charge submitted for approval by the CA Board identifying items to be addressed by Committee in FY \_\_\_ (Fiscal year just beginning) that align with the Committee’s goals, CA’s strategic plan and the President/CEO’s goals and objectives:**

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**C. Committee recommendations, if any, for consideration by CA Board:**

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***[Note: If any recommendation involves the expenditure of CA funds, the Committee Chair must provide testimony during CA's budget process to support that expenditure.]***

**Committee Charge approved by CA Board \_\_\_\_\_, 201\_**

## **ADDENDUM D**

### **RESPONSIBILITIES OF STAFF LIAISONS FOR COLUMBIA ASSOCIATION RESIDENT ADVISORY COMMITTEES**

October \_\_, 2016

The Staff Liaison for each Columbia Association (“CA”) Resident Advisory Committee has the following responsibilities with respect to his/her committee:

1. Work with the committee Chair to prepare the agenda for each committee meeting.
2. Provide committee members with any materials that are to be discussed at a meeting.
3. Assist the committee in gathering, assessing and presenting information.
4. Prepare minutes of each meeting to be submitted for approval by the committee at its next meeting.
5. Provide to CA’s Communications & Marketing Department for posting on CA’s website:
  - a. the Committee’s meeting dates, times, and location;
  - b. the Committee’s meeting agendas and minutes;
  - c. the staff liaison’s name and email address; and
  - d. the Committee’s current Charter and Charge.
6. Forward to committee members any emails or other communications received by the liaison that are addressed to the committee.
7. Work with the committee to prepare an Annual Report describing the Committee’s activities and outlining the Committee’s proposed Charge to be delivered to the Board in July for approval.