

**Contents:**

1. Proposed form to provide info to board on suggested future agenda items
2. Proposed form that includes two examples of how the form should be completed
3. Proposed procedure for how and when the form should be used.
4. Suggested benefits and disadvantages of adopting the form and process
5. CA's strategic priorities and objectives for easy reference when completing the form.

**CA Board of Directors Agenda Submission**

(Expected time for review and determination is five minutes or less.)

**Proposed Agenda Item:** \_\_\_\_\_

As a \_\_\_\_\_ (beneficiary of the proposed item),  
I would like \_\_\_\_\_ (desired action),  
so that \_\_\_\_\_  
\_\_\_\_\_ (expected benefit of action).

Brief Supporting Information:

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Associated Strategic Priority: \_\_\_\_\_

Why Now? \_\_\_\_\_

Time Sensitivity? \_\_\_\_\_

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**Example 1:** Proposed Agenda Item: Discuss usage and adoption of a proposed agenda submission form to ensure consistency of information and consideration for topics proposed by board members.

As a board member, I would like to ensure that my idea for an agenda item is given equal and timely consideration so that a decision can be made promptly on things I've proposed.

Brief Supporting Information:

- If the majority of the board does not support a suggestion, I would rather know now than have it placed on a list and never discussed.
- Agenda items should be tied to a strategic priority or objective to justify time spent on them.
- Providing a targeted summary of the topic/proposal provides other board members with focused information to gauge interest in further discussion and enable a quick decision of whether to move it forward or not.

Associated Strategic Priority: Advocacy – optimizing how board time is spent enables greater time for focusing on goals that support our community.

Why Now? There are always ways for the CA board to optimize it's time and focus its discussion to enable taking action.

Time Sensitivity? No

**Example 2:** Proposed Agenda Item: Discuss usage and adoption of an events database that provide users with the ability to filter, target and flag events that are of interest to them and opt in to receiving reminders prior to the event.

As a community member, I would like to have greater insight into CA events that are relevant to me and remember when they are, so that I can feel more connected to my community, better utilize available activities and see greater value in CA's community outreach.

Brief Supporting Information:

- CA offers a wide variety of activities but it's not always easy to find information about them.
- Several residents have suggested they would have attended a certain event if they had known about it or remembered when it was.
- Well-attended events reflect positively on CA and ensure efficient usage of invested resources.

Associated Strategic Priority: Identity; relevant objectives: Increase CA's awareness and value perception, Drive community cohesion via events sponsored by CA, Improve communications from CA to community and partners.

Why Now? As we slowly emerge from COVID-19 stay-at-home and the inability to gather, it is more important than ever to provide quality community events and ensure it is as easy as possible for people looking to find them.

Time Sensitivity? No

## CA Board of Directors Agenda Submission – Additional Information

Proposal: Adopt new form to for more consistent evaluation and inclusion of proposed agenda items

Goal for adopting form: Clearly state expected outcome for any topics recommended as a future agenda item so the board can easily decide whether or not to include it on an agenda.

Proposed procedure:

1. Board member completes form to provide a brief summary of proposed future agenda item, being as clear and succinct as possible.
2. Board reviews proposed idea in meeting during “New Business” agenda item,
  - a. Submitted prior to the board meeting – included with materials, reviewed by topic only and given an up/down vote to proceed or not (Expected time per review: 1-2 min)
  - b. Form completed during the board meeting - read aloud and given an up/down vote to proceed or not. Any materials introduced during the board meeting are to be submitted electronically for inclusion in a Google drive folder that all board members have access to. (Expected time per review: < 5 min).

The potential outcomes for proposed agenda items are:

Outcome	Board # Required*	How Achieved
Add item to an agenda within the next six months	Majority of members at the meeting	Board members give the idea thumbs up to be added to a future agenda, with the expectation that it will be included within the next six months.
Add item to in-progress board meeting due to time sensitivity	2/3 or more of present members	Board members determine that an issue is both important and needs to be addressed in a finite time period (e.g., prior to some type of hearing or event date) with two possible results: <b>a)</b> Up to 30 minutes of time will be provided in the current meeting OR <b>b)</b> the topic requires a separate meeting ASAP to provide adequate time for discussion within a certain time period to be able to determine appropriate action.
An item is not added to a future agenda	Less than a majority of board members present	The idea does not move forward nor does it get placed on a list for future consideration.

\* Please note: To vote in favor of adding an item to a future agenda only indicates that a board member believes the topic deserves further discussion and is willing to put in the time to have that discussion, not necessarily that the board member supports the issue. Any issue added to a future agenda and requiring a vote will still require the necessary votes to pass.

Benefits:

1. Allows for swift board action to add agenda items with minimal but targeted discussion.
2. Helps ensure that suggestions include focused information and rationale to support #1.
3. Links suggestions to our strategic priorities to ensure they are consistent with what the board has deemed priorities.
4. Provides timely feedback to board member proposed topics.
5. Allow for the possibility of pre-submission so that the board may have time to review the proposal and that the form is available when the New Business agenda item is reached. Form is short enough that it could be completed during a board meeting and circulated electronically or read aloud to facilitate the adoption of additional agenda items.
6. Makes forgetting to bring it up at the right time less likely.

## Disadvantages:

1. Submitted forms can add minutes onto an in-progress agenda for evaluation and add more substantial time when the board supports a time-sensitive issue for immediate discussion and vote.
2. Offers the possibility that we would need to suspend our rules in the event that the board supports discussion a time-sensitive addition.
3. All additional items will need to be fit into future agendas in the time frame agreed upon or could require an additional meeting, depending on the expected length of discussion.

## Easy reference to relate to a Strategic Priority or Objective

### 2019 STRATEGIC PLAN, MISSION, VISION, GOALS & OBJECTIVES

**Mission:** Engage our diverse community, cultivate a unique sense of place and enhance quality of life.

**Vision:** CA creates and supports solutions to meet the evolving needs of a dynamic and inclusive community.

#### **Strategic Priority: Identity**

*Goal: Significantly improve CA's visibility as a valued partner in enriching the quality of life and community cohesion/connections.*

Objective 1: Develop a baseline assessment of CA's awareness, understanding, and perception in the community by the end of (FY) Q1 2020. Use the assessment to identify shortfalls and opportunities.

Objective 2: Increase CA's awareness and value perception by 15%.

Objective 3: Create true partnership with village boards (i.e. form work groups, host town halls).

Objective 4: Drive community cohesion via events sponsored by CA.

Objective 5: Improve communications from CA to community and partners.

Objective 6: Monitor CA's reputation and recognition in the community by surveying the community every 2-3 years and developing a subsequent plan for optimization and improvement. The first survey should be conducted toward the end of FY2020 to assess communication effectiveness following baseline.

#### **Strategic Priority: Resource Stewardship**

*Goal: Create systems to align physical assets and financial resources to meet CA's strategic goals and mission.*

Objective 1: Create a system to assess the physical condition of CA's assets by 4.30.20.

Objective 2: Create a system to evaluate community impact of CA's assets.

Objective 3: Create a scorecard combining assessments and evaluation to prioritize capital and budget resources/investments by 8.31.21.

- Action Step A: Identify opportunities to provide greater access for all residents.
- Action Step B: Develop assessment tool to prioritize community needs and opportunities against available budget resources.
- Action Step C: Develop a process to identify assets that should be acquired, modified, or consolidated.

Objective 4: Create a 5-10 year capital investment plan based on the outputs above by 4.30.22.

Objective 5: Determine quality of revenue (consistency, dependability) needed to support programs and services by 4.30.23.

- Action Step A: Create a zero-based budget review (that includes a competitive analysis to other similar organizations).

- Action Step B: Develop 10-year forecast.

**Strategic Priority: Environmental Sustainability**

*Goal: Advance Columbia as a leader in environmental sustainability in Maryland.*

Objective 1: Maintain and advance CA’s climate change mitigation and adaptation efforts.

- Action Step A: CA will advocate for and support access to multi-modal public transportation in the community.
- Action Step B: CA will advance best procurement and waste management practices that increase source reduction, increase the use of recycled content materials, increase recycling/composting rates, and reduce single use plastic consumption.
- Action Step C: CA will continue efforts to reduce energy consumption and support clean energy through its existing solar farm and procurement of renewable energy credits.
- Action Step D: CA will work to reduce fossil fuel consumption associated with its vehicle and equipment fleet and encourage similar practices in its contractors.
- Action Step E: CA will conduct a Columbia-wide climate change vulnerability assessment to identify key climate risks affecting its operations, property, and public safety.

Objective 2: Advance sustainable land use practices and improve the quality of streams, ponds, and lakes.

- Action Step A: CA will refine its use of best practices for fertilization, weed, and pest management so as to maintain aesthetically pleasing open space while reducing the potential harmful impacts to humans and wildlife.
- Action Step B: CA will enhance its open space management practices to support native species of grasses, increase rainwater retention, support pollinators, and increase carbon sequestration.
- Action Step C: CA will advocate for advanced storm water management practices in developments in and around Columbia.
- Action Step D: CA will reduce stream erosion and flooding by deploying advanced stream stabilization techniques and reducing upstream runoff volume by promoting best management practices for impervious surface area.

Objective 3: Educate and connect citizens to CA’s open spaces and best practices for sustainability.

- Action Step A: CA will partner with villages to develop opportunities for resident engagement and education.
- Action Step B: CA will develop engagement programs and materials that help advance community sustainability and connection to open space.
- Action Step C: CA will work to more effectively promote its activities and performance associated with improving the environmental sustainability of its operations and land management practices.

**Strategic Priority: Leadership Development**

*Goal: Increase participation among a demographically diverse community to serve in leadership roles on CA advisory committees, community groups, and the CA Board.*

Objective 1: Outreach to cultural and diverse community.

- Action Step: Annually conduct at least one new outreach initiative.

**Strategic Priority: Advocacy**

*Goal: Advocate on issues that are key to Columbia’s values and are key to our future as a unique, diverse, master planned community.*

Objective 1: Conduct an annual evaluation of CA priorities that considers all stakeholders.

Objective 2: Coordinate advocacy efforts with Village Boards where appropriate.

Objective 3: Monitor issues in the following categories for advocacy:

- New town zoning
- Environment
- Land use
- Alternative housing
- Smart development



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Brief Supporting Information:

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Associated Strategic Priority: \_\_\_\_\_

Why Now? \_\_\_\_\_

Time Sensitivity? \_\_\_\_\_

<b>Proposed Agenda Item:</b>	
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As a		<i>(beneficiary of the proposed item)</i>
I would like		<i>(desired action)</i>
so that		<i>(expected benefit of action)</i>

Brief Supporting Information	
1	
2	
3	

Associated Strategic Priority:	
Why Now?	
Time Sensitivity?	