**Amigos Task Force Meeting Agenda + Notes: January 12, 2023**

Elizabeth Station, 5:30pm – 7:00pm

In attendance: Katie Luerkens, Jessie Gallagher, Kaycee Pang, Erica Schupbach, Cherish Flint

**NOTE:** There was consensus for a part 2 of the Task Force meeting to continue exploring the board structure and variables. Tentatively scheduled for Thursday, March 23rd from 5:30 – 7:00 at Elizabeth Station.

**PURPOSE**: **to come up with a simple and fair framework for maximizing the efficiency, effectiveness, and equity of board operations**.

**AGENDA**:

1. Task Force Intro (5 minutes)
2. Ideal Board Size for a Nonprofit - research findings and discussion (10 minutes)
3. Voting basics - research findings and discussion (15 minutes)
4. Board member roles - discussion (15 minutes)
5. Board member elections & term limits - discussion (15 minutes)

**MEETING RECAP:**

* There was consensus on having at least one staff member on the board, ideally 2 fixed and 1 rotating. The staff members will help represent staff needs and interests as well as be a voice for students for greater equity and inclusion. It was also discussed that staff inclusion on the board will invest staff in both the mission and benefits of membership (voting on budget, voicing priorities, etc.). It will also help, we hope, with further staff recruitment and awareness of Amigos.
* There were differences of opinion on board size and various options discussed. Agreement was found on needing all board members to be active and engaged, with each member participating on at least 1 planning committee. Because Amigos has so many needs, the size of the board will need thoughtful consideration. One option discussed was keeping the board between 6-10 members (which would include the 2+ staff members), and having each member tied to a non-member serving on a planning committee, to expand the number of individuals engaged in Amigos planning at the higher level. Amigos needs seem to mostly center around planning our events.
* There was a fair amount of consensus on aligning tasks with job descriptions to recruit active board members according to their strengths and interests. Katie, Cherish, and others to work on listing out tasks and forming potential positions for review and discussion at the next meeting. This process will allow potential board members to commit to specified duties for a specified time period (term). There was some mention about also having "general" board positions that aren't as tied to specific roles. (Typical board structure refers to members tied to specific jobs as "officers" and refers to general members as "board members," even though officers and board members are all members of the board.)
* For the health and functionality of the board, we also discussed creating a quorum, or a minimum number of board members required to vote and make decisions. It is recommended to have at least 5 members for a quorum. Having at least 1 staff member for a quorum seemed wise to the group. We didn't cover voting particulars, but generally "majority rule" (more than 50%) is how nonprofit and other boards tend to conduct voting. The quorum has the added benefit of requiring board members to attend, engage, and stay for the full meeting.
* There was also consensus on not building board structures too elaborate or complex that they that exclude or prohibit participation. The balance between structure and flexibility seemed to everyone present to be essential as the organization moves forward.
* There was a fair amount of agreement about hosting 1-2 all-school meetings to spread Amigos awareness and potentially recruit new volunteers and board members, and this opened a larger discussion about asking ourselves what the organization needs to function in a healthy way, listing out those needs/tasks, and then assigning the tasks to board members according to their availability, skills and interests. I propose picking up this topic during our part 2 and presenting our findings to the board on the 26th.
* The role of chair/vice chair/co-chairs were briefly discussed. Typically the chair position(s) propose a meeting agenda before a meeting for board review/approval, and facilitate the meeting in an on-time / on-task manner, but the chair does not vote except in the case of a tie breaker. This does not mean Amigos needs to follow this structure, but having someone in a neutral position for conducting meetings could benefit the organization's productivity.
* We also discussed moving Heritage Night to early March and reconfirmed the timeline of events for the Boogie. It was agreed that protecting board members and volunteers from receiving too many emails too close together was important, as is having a better system to ensure the recipient list is limited to only those involved.
* We also discussed a postcard (Hanna's suggestion), a printed magnet, or a color printout with Amigos event dates (less verbiage than the flyer) that could help keep Amigos top-of-mind for friends and family throughout the year. Jessie and Cherish spoke about the possibility of working on a cost-effective deliverable with this aim for next year.

I'm sure there's more than the above! Just let me know what I missed!

And finally, here's a proposed agenda for Part 2. Please feel free to recommend edits!

**PROPOSED AGENDA: PART 2 (Date TBD, proposed for Thursday, March 23)**

1. Present and discuss findings on member roles/duties based on organizational needs. Present a list of general organizational needs as well. (35 minutes)
2. Discuss benefits and drawbacks of various term limits and term limits in general. (10 minutes)
3. Discuss voting basics. (10 minutes)
4. Discuss election details. (15 minutes)
5. Discuss potential in-person meeting schedule/logistics. (10 minutes)
6. Other discussion (5-10 minutes)