

## Development Committee Minutes March 3, 2015

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MEMBERS PRESENT: Judge James H. Cecile, Robert T. Tackman, David A. Scharoun

MEMBERS EXCUSED: Erich W. Shafer

MEMBERS ABSENT: None

GUESTS PRESENT: None

STAFF PRESENT: Cynthia O'Connor (Apter & O'Connor Associates, Inc.)

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### **CALL TO ORDER:**

At 4:05 pm, the March 3, 2015 Development Committee meeting was called to order by Judge James Cecile.

### **APPROVAL OF PREVIOUS MINUTES**

***Bob Tackman made a motion to approve the February 2015 minutes, Dave Scharoun seconded the motion; the motion passed unanimously.***

### **READY OR NOT SELF-ASSESSMENT QUESTIONS ON BOARD GOVERNANCE**

Cynthia O'Connor, a consultant from Apter & O'Connor Associates, Inc., presented the "Ready or Not Self-Assessment Questions on Board Governance" to the Development Committee.

The Committee members responded and discussed the questions.

Ready or Not is a capacity building strategy to assist organizations in achieving their mission. It's a two-year process, and this first segment involves an "Organization Self-Assessment" to develop a path to excellence.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

### **ADJOURNMENT:**

***At 5:05 PM, the March 3, 2015 meeting was adjourned on a motion by Bob Tackman, seconded by Dave Scharoun. The motion carried.***

## **HFWCNY Ready or Not**

### **Organizational Self-Assessment Questions for Board Development Committee**

#### **Governance / Board of Directors**

1. How would you describe the role of the board? Are all members clear on this role? (Is the Board a group of policy-makers or more "hands-on"?)
2. To what degree is the board currently fulfilling its role?
3. Does the board's role or functioning need to change for the future?
4. Does the board possess the needed skills and expertise to support the organization at this time? (Is the Board's current composition right for the future? Why or why not?)
5. Are the by-laws up to date and practices in compliance with state and national laws?
6. How often does the board meet?
7. Do board members demonstrate a commitment to the organization's success through consistent attendance at regular and sub-committee meetings?
8. Does the board rely too much on staff to set committee meetings and attendance?
9. Does the committee structure meet the needs of the organization? Are all relevant committees active?
10. Does the board fulfill its fiduciary responsibilities?
11. Is the size of board set for maximum effectiveness?
12. What is the nomination process? Is the nomination process rigorous?
13. Does the board set specific performance targets for the ED and provide regular reviews?
14. What is the relationship between board and staff?
15. Does the board engage in periodic board assessments?
16. Does the board understand the organization's income and expenses?
17. Do board members contribute financially at or near their capacity?

#### **Fund Development**

1. Does the board embrace the role of fundraising and have goals to support this?
2. Is there a donor database? Is it updated regularly?
3. What kind of software does development use?
4. How is fund development managed and kept current?
5. Is there a communications plan in place to update and connect with donors noting their value to the mission?
6. How much money was raised over the last three years with donor development and fundraising event combined? What were the expenses required to raise this money?

7. What was the net income from fundraising events?
8. Who is responsible for fund development?
9. Do the skills exist internally to tap multiple funding sources in a timely efficient manner?
10. Is there an annual appeal?
11. Is there a clear business case for your donor request?
12. Does the organization's brand distinguish it from other nonprofits asking for donations?

**Market Position**

1. What or Who are PEACE's markets / audiences... who needs PEACE.?
2. Do PEACE programs effectively serve these markets/audiences?

**Future**

1. What do you see as critical governance issues over the next 3-5 years?
2. Any other information or thoughts you would like to provide?