

## **Board Meeting – Meeting Matrix**

Next Steps:

- Review against 2019 calendar and plan
- Create Finance Committee Matrix
- Develop committee work plan

## **Board Committees**

- Executive
- Governance
- Finance (integrate into Bylaws (pull from Executive Committee))

## **Each Committee meeting\*\*:**

- Receive a Report on Financial Results and Performance against forecast/budget
  - Receive a Report from CEO on Sales and Development pipeline
- \*\* in person report at Spring, Summer & Annual Meeting. Written Report at Fall Meeting.

Full Board Meetings:

### **Spring Meeting (Virtual Meeting, 2 hours)**

- Schedule during the week of March 12-14
- Receive Major Accomplishments Report from Program and Development Staff
- Receive an update on the Annual Conference planning and agenda

### **Summer Meeting (In person, Location TBD consider East Coast)**

- Schedule during the week of June 5-12
- Review and approve the next fiscal year budget
- Review and approve Executive Compensation plan
- Receive a report from the Governance Committee regarding Board Membership rotation and refreshment.
- Create an ad hoc Committee to recruit new Board Members. Committee to develop a slate to be presented to the Board at the Fall Meeting.

### **Fall Meeting (In person at Annual Conference (Getting to Zero Forum on October 11, in Oakland, CA, Exact Location TBD)**

- Review By-law Changes proposed by the Governance Committee
- Vote on slate of recommended candidates for Board Membership
- Review Board Member Self-Evaluation Reports

### **December Meeting (Annual Meeting) Portland, OR**

- Schedule during the week of December 10- 12
- Conduct New Board Member On-Boarding
- Executive Committee to Present Slate of Officers to be voted upon by the entire Board
- Receive the Annual Financial Audit Report

NBI reception and celebration

- Receive.....

Review as needed: Items presented by committees or management for review and approval

## **Executive Committee – Meeting Matrix**

### **Each meeting:**

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### **Pre-Spring Board Meeting**

- Initiate a Review of Executive Performance

### **Pre-Summer Board Meeting:**

- Produce and Recommend a Budget for the following Fiscal Year. Present at the Summer Board Meeting.
- Review Executive Performance and recommend for approval an Executive Compensation Plan

### **Pre-Fall Board Meeting:**

- Review the slate of new board members proposed by the ad hoc committee and recommend candidates for approval by the entire board

### **Review and recommend for approval, as needed:**

- Review and recommend for approval any specific language for Compensation, Use of Loans, Lines-of-Credit or Credit Card use.
- Review any complaints made against NBI, its Executives or Board. Ensure that whistleblower protections are put in-place as required. Refer complaints against actions taken by the Executive Committee to the governance Committee. (These items are reviewed and handled solely by the Executive Committee and are not presented to the full Board unless there is a material impact to the organization or board. In which case the board shall go into executive session and be provided an update.)

## **Governance Committee – Meeting Matrix**

### **Pre-Spring Meeting**

- Cancelled if no specific agenda items

### **Pre-Summer Meeting:**

- Approve Board Member Self-Evaluation for distribution at Summer Meeting
- Review tenures and by-laws to determine Board rotation departures and canvas board members regarding continuation on Board
- Prepare a report for the Board regarding Board Membership rotation and refreshment.

### **Pre-Fall Meeting:**

- Review results and make recommendations to modifications to the Board Self-assessment form (present to Board at Fall Meeting)
- Complete Annual Review of By-laws. Identify needed or suggested modifications and clarifications.

### **Pre-Annual Meeting:**

- Produce the tentative Board Meeting Schedule for the Following Calendar Year

### **Review and recommend for approval, as needed:**

- Board Member Qualifications, Stakeholder Representation & Mission-based Diversity
- Review and recommend for approval the Employee Code of Conduct
- Review and recommend for approval any specific language for Ethics, Conflict of Interest, and Whistleblower policies as needed