

## Ad Hoc Charter Implementation Committee

1/14/2016

10:00am - 12:00pm

All Chicago Offices – 651 W. Washington, Suite 504

Dial In Number: 888.668.6602

Conference Code: 7065166874

### Minutes

Attendees: Dorothy Yancy, Khen Nickele, Ellen Ray, Fred Friedman, Savannah Clement, Maura McCauley, Larry Smith.

The meeting was called to order 10:05AM by Ellen Ray, co-chair.

The agenda was reviewed as were the meeting minutes from December 5, 2016. The agenda for the current meeting were reviewed and, with no amendments suggested, a motion as made, duly seconded and unanimously passed to accept the agenda. The Fred Friedman found an amendment in the section on minutes and agenda for the December 3<sup>rd</sup> meeting minutes. The first sentence should reflect that the agenda, not minutes, were approved. The Khen Nickele made a motion to accept the agenda with the amendment. Dorothy Yancy seconded the motion. Motion carried.

#### Old Business:

##### Prioritization event:

Need to set firm date for prioritization meeting and location:

The primary date for consideration 3/1 from 2pm – 4pm.

The alternative date for consideration 3/4 from 9:30am – 11:30am.

The location @ St. Vincent Hall (Catholic Charities)

The King Center as a back-up location

##### Facilitator for Meeting & Structure

The goal of the meeting: To come in with a list of prioritization topic and, by the end of the meeting, to identify no more than 5 areas of priority for amendment consideration.

##### Agenda:

Welcome

Overview & Purpose of Meeting

Provide a list of everything – area, reason, type of amendment

Sorting (Disaggregate) Items:

Intent - Primary Function of CAIC

Interpretation – Within the scope of CAIC to take up

Clarification – Do these require amendment? Are they within the scope of an amendment?

Nominal group process

5 dots

Wrap-Up

The above was agreed upon to be the scope of facilitation.

Groundrules:

- No new material for amendment can be raised at the meeting
- Only members who were in good standing as of December 31 or who have joined since will be able to vote
- One vote per organization (if you have an organizational membership)
- Disclosure of Interests – no preclusion of voting based on interests, though.

Groundrules:

- No cell phones
- Disagree without being disagreeable
- No personal attacks
- Assume positive intent
- Step up/Step back
- Raise hands/no interruptions

Facilitator:

We need someone who can lay out ground rules, keep time, change course/limit conversation, strong on keeping things on track and redirecting. It is a skill to quickly synthesize all the docs and bring it together for the final consensus.

- All Chicago?
- Someone grounded in our process?
- Someone from this group or the board?
- Concerns about an outsider were raised.

It was agreed that the group would be comfortable having the meeting facilitated by one of our members given the proposed format/nature of the discussion at the event.

Publicity for meeting

- Save the date out ASAP
- Clear messaging on purpose and structure
- The January 31 deadline as a hard deadline for submissions
- Send out the structural groundrules in advance
- Reserving our right to adapt the meeting structure to the outcome, if needed
- Loren and Dave will be reminded about all the distribution lists

New Business:

- Transition of New Board
- All Board Orientation

February 17<sup>th</sup> an hour before the Board Meeting at 8:30am

Topics to cover (each board member could get a board manual):

- Policies:
  - Attendance Policy
  - Conflict of Interest Policy
  - Alternative Policy
- Structure and Committee Overview (Scope and Workplans)
- How the meetings are run: Robert's Rules of Order Crash Course
- How to make a motion and voting procedure
- How to submit an agenda item

## Glossary of Terms and Acronyms

First meeting Agenda Items: HEARTH Act and Plan 2.0, Formation of CAIC, Election of Officers, Calendar items for dates they have to do stuff

Ellen will ask All Chicago if they could do the Robert's Rule of Order training  
Maura McCauley will see if they have a glossary we can start from  
Dave and John Cheney Eagan about agenda items and getting notice out to board and alternates

Officer Selection for February was discussed and a recommendation will be drafted at our next meeting.

Next meeting dates for 2014/2015 (all are from 1pm – 3pm at All Chicago unless noted):

- February 4th from 10am - 12pm

Next Steps and Work Plan for Next Meeting

First meeting Agenda Items: HEARTH Act and Plan 2.0 Orientation  
Formation of CAIC and Recommendation to Board of who would be on CAIC  
Election of Officers, Officer Duties, Calendar items for dates they have to do stuff

The meeting was adjourned at 11:56am.

Submitted:  
Ellen Ray  
Secretary