

## Board Materials Organization, storage and access

In response to discussion at the March 2018 Board meeting, several initiatives have been identified to support the timely dissemination and preservation of Board materials.

The items below take into account the limitations of our current technology. Future assessments of our information platforms may allow a more robust solution to be defined.

1. Standardize Board Package
  - a. Board Agenda
  - b. Direct supporting materials for the Board agenda items
    - i. Prior Board meeting minutes
    - ii. Executive Committee materials
    - iii. Nominations and Governance Committee materials
    - iv. Finance Committee materials
    - v. ED Report - includes materials for:
      1. Budget Update
      2. House Pricing
      3. House Matching
      4. Foreclosures
  - c. Board Reference materials: - Minutes (and supporting items if necessary) from each Board Committee (Finance, Nominations and Governance) since the last Board meeting
  - d. Team Reference materials - Minutes (and supporting items if necessary) from each Working Team (Site Selection, Family, etc.)
2. Redesign Board Members Only web site
  - a. Support separate locations (links) for the Board and each Board Committee (Executive, Nominations and Governance, and Finance) to store meeting materials
  - b. Within each committee's location, use an standard naming convention to identify each document for each meeting (i.e. Board 2018 May Agenda, or Exec 2018 April Minutes)
  - c. Minutes for each meeting would be added to the appropriate location when generated
3. Master Meeting Calendar
  - a. Should contain Board and Board Committee meetings
  - b. Optionally could contain the Team meetings
  - c. Optionally could contain other significant events of interest to the Board
4. Site Access
  - a. Individual logins for each Board member
    - i. makes turning off access easier when terms expire
  - b. Centralized administration
    - i. Single point of contact for uploading documents
    - ii. Enforces consistent naming convention of documents and document location
5. Monitoring for timely delivery of documents
  - a. The calendar will tell when documents are needed (days prior to meetings is TBD)
  - b. The standard storage structure and file naming convention can make monitoring of required/needed materials more straightforward
  - c. Proactive reminders for materials can be delivered to responsible parties as needed