

eliminating racism
empowering women

ywca

west central michigan

**BOARD/CEO
ACCOUNTABILITY
MONITORING CALENDAR
October 2013 -- September 2014**

The YWCA uses a consent agenda to assist in facilitating the board committee communications. Consent agenda items will include approval of minutes for:

- Executive Committee (including board governance)
- Fund Development Committee
- Finance Committee
- Facility Committee
- Human Resources Committee (as needed)
- Mission Committee
- Board Development Committee

Board members are asked to notify staff as soon as possible if they would like to move items from the Consent to the Active Agenda. The Development and Facility Committees will report out at each board meeting. There will be an assumption that all meetings will address capital campaign-related items in addition to the capital and annual gift campaigns. The Facility Committee will periodically have a larger part of the agenda as noted below. Each meeting, a board member will report on a fund development initiative to which they have committed.

The Strategic/PQI plan will be updated quarterly. The dashboard will be sent with board pre-reads. Also viewable at www.ywcawcmi.org

The Board Accountability Monitoring Calendar is designed to ensure that the governance activities are met and that board members remain current on performance and quality improvement standards as well as remain informed of any new YWCA initiatives. The Calendar is part of the board meeting, but many other items will be included on the board agenda. The calendar will be altered from time to time if circumstances require a change in the agenda.

OCTOBER 22, 2013

Beginning of 2013-2014 Board year

Focus: Capital Campaign

- Finance Committee
 - ◆ Review of Investment Performance Jacque Shafer
- Review of Capital Campaign
- Facility Updates
- Fund Development Kelli Langan
 - ◆ Tribute
 - ◆ Fund Development Plan
 - ◆ Annual Board Campaign

NOVEMBER 6, 2013

Tribute! – DeVos

NOVEMBER 26, 2013

Focus: Capital Campaign

- Human Resource Committee
 - ◆ Employee Manual Update
 - Capital Campaign
 - Facility
 - COA
 - Strategic Planning – Programming
 - ◆ Girls Inc.
 - ◆ Veterans Outreach-SA and DV (Systems Change)
 - ◆ Domestic and Sexual Violence Resource Center
 - Fund Development
 - ◆ Tribute
 - ◆ Fund Development Plan
 - ◆ Annual Board Campaign
 - ◆ Men’s Initiative
- Gail Hammontree
Carla Blinkhorn
- Kelli Langan

DECEMBER 24, 2013 – NO MEETING

JANUARY 28, 2014

Focus: Audit

- Board members sign Conflict of Interest Policy
 - Board members receive copies/sign-up of 2013-14 standing and ad hoc committees
 - Audit
 - Fund Development
 - Board Member Fund Development Initiative
 - Capital Campaign/Facility
 - ◆ Update Capital Campaign Fundraising
 - Facility Committee
 - ◆ Updates to facility plans (shelter)
 - Strategic and Performance and Quality Improvement Plans review
- Peggy Bishop, Beene Garter
Sandi Frost Steensma
Steve Light
- Kelli Langan
Jude Pereira
Len Slott

FEBRUARY 25, 2014

**Focus: Program/Organization
Presentation: Partner of Choice
Human Trafficking – Nicole Villanueva**

- Performance and Quality Improvement (PQI) and Strategic Plan
 - ◆ Working to End Violence for Everyone (WEAVE) – update on Needs Assessment and progress made by the collaborative team (systems change)
 - ◆ Human Trafficking – Staff review of current understanding of community needs (systems change)
 - PQI (Board Development)
 - ◆ Board Satisfaction Surveys
 - Facility Committee Report
 - Audit Committee
 - Audit RFP
 - Financial Policy Review
- Gail Hammontree
- Len Slott, Jude Pereira
- Rhonda Huismann

- Board member report on Fund Development Activity TBD

MARCH 25, 2014

Focus: Program/Organization
Presentation: Employer of Choice
Annual Objective: Staff Organization
Assessment: Susan McElwee, Annual Provider of Choice – Partners for a Racism Free Community, STAND, CURE
 – Becky Diffin, Lead
Objective: Partner of Choice
WEAVE – Christine Drewel
Program Update: Men Choosing Alternatives to Violence – Mat Klomp

- Performance and Quality Improvement (PQI) and Strategic Plan – Board reviews quality improvement reports prior to meeting, including:
- Performance and Quality Improvement (PQI) and Strategic Plan – Committee for Understanding Racial Equality, Stand Against Racism, Partners for a Racism Free Community
 - ◆ PRFC evaluation -- Carla Blinkhorn
 - ◆ STAND – Plans for April event – Becky Diffin and committee members
 - ◆ CURE – Objectives and Updates – Becky Diffin and committee members
- Executive Committee reports on evaluation of CEO Gail Hammontree
- Shelter renovation updates Len Slott, Jude Pereira
- Finance Committee Rhonda Huismann
 - ◆ Capital Campaign budget revisions
- Board Member report on Fund Development Activity TBD

MARCH 26, 2014

Open Circle – JW Marriott

APRIL 22, 2014

ANNUAL MEETING

Focus: Provider and Partner of Choice
Presentation: Girls Inc. at YWCA – Callista Cook
NEP – Patti Haist
Financial Steward of Choice – Kelli Langan

- Presentation on financial condition of the organization Rhonda Huismann
- Performance and Quality Improvement (PQI) – Board reviews quality assurance reports including:
 - ◆ **Girls Inc.** Callista Cook
 - Pre/Post test results
 - Marketing materials
 - Community collaborations – ELO, LOOP, Team 21
 - Service gaps/opportunities
 - ◆ **NEP** Patti Haist
 - Greenville/Ionia

- Pediatric Services
- ◆ **Financial Steward** Kelli Langan
- Strategic Plan Annual fundraising objectives

MAY 27, 2014

Focus: Employer and Provider of Choice

Presentation: Safety Committee and Incident and Grievance Reports – Deb Shimmel, Femi Fadayomi

Board focus: Governance, Human Resources

- PQI -- Safety, and Incidents and Grievances
 - ◆ Safety Committee Report Deb/Femi
 - ◆ Client Incidents Deb/Tom
 - ◆ Client Grievances
- Board Governance (part of Executive Committee) Ingrid Jensen
 - ◆ Review of Bylaws Revisions (if needed)
 - ◆ Revised Governance Policies
- Finance Committee
 - ◆ Revised 2013-2014 budgets (if needed)
 - ◆ Review of Endowment Fund activity
- Board member report on fund development activity TBD

JUNE 2014 – NO MEETING (SUMMER RECESS)

JULY 2014 – NO MEETING (SUMMER RECESS)

AUGUST 26, 2014

Focus: Employer and Provider of Choice

Employer of Choice: Staff and volunteer training – Suzanne Katerberg

Provider of Choice – Domestic Violence, Child Sexual Abuse, Safe Connections – Nicole Villanueva, Tom Cottrell, Eileen McKeever

Board focus: Governance, Human Resources – Susan McElwee

- Performance and Quality Improvement (PQI) and Strategic Plan – Board reviews quality improvement reports prior to meeting, including:
 - ◆ Bench-line report on staff assessment of the organization – Susan McElwee
- PQI -- Human Resources Gail Hammontree
 - ◆ Review of turnover
 - ◆ Sick/personal time
 - ◆ Staff wellness activities
 - ◆ Staff grievances
- Board Development Committee Gail Hammontree
 - ◆ Board recruitment

- Board Development Committee presents slate to fill Board vacancies
- Board Development Committee presents Executive Committee slate
- Update on Capital Campaign – Public Phase
- Performance and Quality Improvement (PQI) – Board reviews quality assurance reports including:
 - ◆ Consumer satisfaction surveys for Domestic Violence, Safe Connections, Counseling
 - ◆ Outreach activities – community collaborations (systems change) Tom/Nicole/Eileen
- Performance Quality Improvement Tom/Suzanne
 - ◆ Staff and intern preparation and ongoing training for service provision
 - ◆ Volunteer training
- Finance Committee reviews agency insurance policies/coverage and reports to full board
- Finance Committee reviews Whistleblower Policy and reports to full board
- Summary of Risk Management Prevention Deb Shimmel

SEPTEMBER 2014 – SPECIFIC DATE TBD

BOARD RETREAT

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|--|---|
| <ul style="list-style-type: none"> • Capital Campaign • PQI and Strategic Annual Plan 2014-2015 • Recognition of outgoing Board members • Election of new Board members • Election of Executive Committee • Presentation of 2014-2015 budget | <p>Gail Hammontree</p>

<p>Rhonda Huisman</p> |
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Modified: June 18, 2014 –added review of Whistleblower policy to August