



west central michigan

**BOARD/CEO ACCOUNTABILITY  
MONITORING CALENDAR  
OCTOBER 2016 – SEPTEMBER 2017**

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

- Audit Committee
- Board Development Committee
- Executive Committee
- Facility Committee (as needed)
- Finance Committee
- Human Resource Committee (as needed)
- Mission Committee

Board Members are asked to notify staff as soon as possible if they would like to move items from the consent agenda to the active agenda.

The Board Accountability Monitoring Calendar is designed to ensure 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.

With the transition of the CEO, new items may appear for the board meetings that take place after the March meeting.

**OCTOBER 25, 2016**

**Beginning of 2016-2017 Board Year**

**Focus: Provider of Choice**

- |   |                      |
|---|----------------------|
| • Finance Committee (repeat in November)    |                      |
| ◆ Investment/Endowment Performance Review   | Rhonda Huismann      |
| ◆ Investment Policy Statement Annual Review |                      |
| • Board Development Committee               | India Manns          |
| ◆ Board Self-Assessment Survey Review       |                      |
| • Fund Development                          | Kelli Langan-Pfister |
| ◆ Annual Board Campaign                     |                      |

- Performance and Quality Improvement
  - ◆ Client Incident and Client Grievance Reports Tom Cottrell
  - ◆ Consumer satisfaction surveys:
    - Safe Connections Nicole Villanueva
- Succession Plan

**NOVEMBER 9, 2016**

***Tribute! – DeVos Place Noon-1:30 p.m.  
Evening Reception 4:30 – 6:30 p.m.***

**NOVEMBER 22, 2016**

**Focus: Annual Strategic and PQI Plan**

- Fund Development
  - ◆ Development focus TBD
- Performance and Quality Improvement
  - ◆ Annual Development Plan Kelli Langan-Pfister
  - ◆ Health/Safety/Facility Deb Shimmel
  - ◆ Summary of Risk Management Prevention Deb Shimmel
- Board Development Committee Affirmation
- Finance Committee Affirmation
- Board Governance
  - ◆ Review of By-law Revisions (moved to January)
- PQI Plan
- Review of 2015-2016 Carla Blinkhorn
- Closed Session: CEO Succession

**DECEMBER – NO MEETING (WINTER RECESS)**

**JANUARY 24, 2017**

**Focus: Financial Steward of Choice,  
Employer of Choice**

- Audit Plante Moran
- Development
  - ◆ Report on Holiday Appeal Kelli Langan-Pfister
  - ◆ Tribute! Total & Survey Results
- Fund Development
  - ◆ Development focus TBD
- Human Resource Committee Lonna Wiersma
  - ◆ Employee policy updates
  - ◆ Review of turnover
  - ◆ Sick/personal time
  - ◆ Staff grievances
  - ◆ Hiring/retention, sick
- Performance and Quality Improvement
  - ◆ Review of 2015-2016 Strategic Plan outcomes Carla Blinkhorn

- Board Governance
  - ◆ Board By-laws
- CEO Succession

**FEBRUARY 28, 2017**

**Focus: Partner of Choice, Provider of Choice**

- |   |                 |
|---|-----------------|
| • Annual Update   |                 |
| ◆ Financial condition of YWCA West Central Michigan                       | Rhonda Huismann |
| ◆ Review By-laws  | Carla Blinkhorn |
| • Updating of Organization’s Authorized Signers                           | Deb Shimmel     |
| • Performance and Quality Improvement and Strategic Plan                  |                 |
| ◆ Working to End Abuse and Violence for Everyone (WEAVE) – systems change | Tom Cottrell    |
| ◆ Children’s services (systems change)                                    | Eileen McKeever |
| ◆ Prevention and Empowerment Services                                     | Mara Furlich    |
| ◆ Outreach Coordination   | Patti Haist     |
| ▪ LGBTQ and Rural NEP   |                 |
| • Board Development   | India Manns     |
| ◆ Board Recruitment   |                 |
| • Fund Development  | Board           |
| ◆ How to ask for a gift; Role plays                                       |                 |
| • CEO Succession Updates  |                 |

**MARCH 16, 2017**

***Open Circle – Noon - 1:30 p.m.  
International Ballroom,  
J.W. Marriot***

**MARCH 28, 2017**

**Focus: Program/Organization Presentation, Employer of Choice, Provider of Choice, Partner of Choice, Financial Steward of Choice**

- |   |                 |
|---|-----------------|
| • New Staff Introductions                                     |                 |
| • Performance and Quality Improvement and Strategic Plan      |                 |
| ◆ STAND – Plans for April                                     | Becky Diffin    |
| ◆ CURE – Objectives and Updates                               | Becky Diffin    |
| ◆ Review of 2016-2017 Strategic Outcomes(midyear)             | Carla Blinkhorn |
| ◆ Bench-line report on staff satisfaction of the organization | Susan McElwee   |
| • Audit Committee   | Neha Mittal     |
| ◆ Financial Policy/Internal Controls Annual Review            |                 |

- ◆ Audit Committee Charter Annual Review
- Fund Development Board
  - ◆ Open Circle Report
  - ◆ How to identify a potential donor; asking strategic questions
- CEO Onboarding

**APRIL 25, 2017**

**Focus: Provider and Partner of Choice**

- Performance and Quality Improvement and Strategic Plan – Board reviews quality assurance reports prior to the meeting, including:
  - ◆ NEP Patti Haist
  - ◆ Advocacy and Resource Center Patti Haist &  
Eileen McKeever
- Finance Committee Rhonda Huismann
  - ◆ Revised 2016-2017 budgets
- Fund Development
  - ◆ How to cultivate a potential donor, comfortably and without creating ethical dilemmas

**MAY 23, 2017**

**Focus: All Four Focus Areas**

- Board Governance (part of Executive Committee) Doug Wilterdink
  - ◆ Revised Governance Policies (if needed)
  - ◆ Strategic Planning Process—2017-2021
- Finance Committee Rhonda Huismann
  - ◆ Investment/Endowment Performance Review
- Board Member report on fund development activity TBD
  - ◆ How to analyze your Ambassador Portfolio
- Performance and Quality Improvement and Strategic Plan 2017-2020

**JUNE 2017 – NO MEETING (SUMMER RECESS)**

**JULY 2017 – NO MEETING (SUMMER RECESS)**

**AUGUST 22, 2017**

**Focus: Employer and Provider of Choice**

- Board Development Committee India Manns
  - ◆ Board recruitment
  - ◆ Presentation of slate to fill Board vacancies
  - ◆ Presentation of second term board continuation
  - ◆ Presentation of Executive Committee slate
- Finance Committee Rhonda Huismann
  - ◆ FY 2017-2018 Insurance Package Renewal

- ◆ Whistleblower Policy Annual Review
  - ◆ Risk Management Prevention Policy Review
- Fund Development
  - ◆ Development focus TBD
- Performance and Quality Improvement - Board reviews quality assurance reports prior to meeting, including:
  - ◆ Consumer satisfaction surveys:
    - Sojourner
    - Safe Connections
    - Counseling
  - ◆ Staff and intern preparation and ongoing training for service provision
- Summary of Risk Management Prevention
- Strategic Planning
- COA Preparation

CFO

Eileen McKeever  
 Nicole Villanueva  
 Tom Cottrell  
 Tom Cottrell  
 Suzanne Katerberg

**BOARD RETREAT – DATE TBD**

- PQI and Strategic 3-4 year plan
- Fund Development
  - ◆ Development focus TBD
- Recognition of outgoing Board members
- Election of new Board members
- Election of Executive Committee
- Presentation of 2017-2018 budget
- Report on COA Review

India Manns  
 Doug Wilterdink

Rhonda Huismann