



## **Executive Mini Retreat Minutes**

**September 2, 2021 - 6pm**

Thank you Sandy for the wonderful dinner!

Present: Sandy Roberts, Chris Mayne, Nick Howell and Mary Donnelly-Crocker

### **Update on staffing**

Mary updated the committee about the departure of our newly hired Associate Director. Patty Sullivan has agreed to come back on a very part-time consulting basis to reorganize our finances since her departure, prepare for the audit and help train new staff.

Mary let the committee know that she would like to gradually move Chas Diego, the Executive Manager, into taking on the role of financial management. While Chas will have to learn quite a bit, Mary has seen potential in her that she had not previously noticed. Chas has been extraordinarily helpful in the last weeks during the departure of the Associate

Director, learning financial tasks with just some verbal help from Patty Sullivan. Patty and Mary met to discussed Chas' capabilities with finances. Patty is willing to consult for Y&H and train Chas until she is capable of handling tasks without Patty. Mary emphasized how trustworthy Chas is. There will be a gradual increase of responsibility and corresponding wages. Further discussion will be needed to backfill the work that Chas has previously been responsible for. More to come on this.

### **Vaccination Status of Board & Volunteers**

Given the surge of the Delta variant of Covid-19, Mary will query the board about the comfort level with in-person board meetings.

### **Creating Committee Goals**

Mary suggested that each committee create goals for the coming year that are related to the strategic plan. Mary will discuss those goals with each committee chair.

### **E.D. Evaluation**

Mary discussed that the Governance committee had been working on a template for an Executive Director Evaluation, it had not yet gotten to the Executive Committee for approval and implementation. Mary to follow up with the Governance committee.

### **Next Staff Retirement**

Mary discussed two likely retirements in the next 18 months...hers in June 2022 and the Development Director's in December 2022. Mary will re-share the board-approved succession plan so that we might begin planning the strategies for both departures. Mary will also share in a separate document items for consideration for when she retires. Mary will also reach out to professional services that provide interim development directors.

### **Board Retreat –**

**Timing & Topics---**Did not discuss

**New Board Member Orientation---**Did not discuss