I. Call to Order .........................................................Dr. Robert Harris

II. Minutes of Dec. 14, 2011, Meeting* ......................................Vicki Spano

III. Board Development & Nominating Committee Membership.......Dr. Robert Harris
    • Committee size
    • Potential new members

IV. 2012-13 Business Plan Goals/Budget Add-ons............................Steve Heath
    • Board Recruitment
    • Other

V. Planning Session Changes ..................................................Steve Heath
    • Board Planning Session
    • Executive Committee
    • Chair’s Council
    • Election process

VI. 2011-12 Board Recruitment/Retention....................................Dr. Robert Harris
    • United Way
    • Foundation

VII. 2012-13 Officer Nominations ...........................................Dr. Robert Harris

VIII. UWW Board Self-Assessment Requirement.............................Steve Heath

IX. Future Meeting Schedule......................................................Steve Heath

X. Other Items........................................................................All

XI. Adjourn..............................................................................Dr. Robert Harris

Next Meeting: May 9, 2012, 7:30 a.m., La Bou

* Action Item

Bold Denotes Enclosure

+ Handout
**Members Present:**
Robert Harris, John Johnson, Jim Shetler

**Staff Present:**
Steve Heath, Victoria Kosha, Vicki Spano

**Call to Order:**
There being a quorum present, Robert Harris convened the meeting at 9:03 AM.

**Minutes of November 9, 2011 Meeting: Robert Harris**
Recommendation/Motion: To approve minutes from the November 9, 2011 meeting.

Jim Shetler moved to approve the recommendation/motion. Motion seconded by John Johnson. Motion carried 3-0.

**Nomination of Foundation Trustee: Steve Heath**
Request/Motion: To recommend to the United Way Board of Directors that it appoint Sandra R. Smoley to fill the unexpired term of Leo Hamill on the Sacramento Foundation (dba Capital Region Foundation) Board of Trustees.

Jim Shetler moved to approve the request/motion. Motion seconded by John Johnson. Motion carried 3-0.

**Board Planning Session: Steve Heath**
The Committee discussed the February Board Planning Session (BPS) agenda items including Goal Setting and Board of Directors structure tune-up. Steve Heath asked the Committee to focus on what must be accomplished in the next six months and fiscal year and go from there on restructure planning. The Committee discussed several ideas to use as Board restructure tune-up framework and setting goals. Some of these ideas were: 1) the Committee as leadership makes suggestions for the framework. 2) List of all Committee’s and who’s working on Committee’s. 3) Should there be Sub-Committees? 4) Should the Committee’s be smaller with a focus on campaigning? 5) More involvement by Board of Directors.

The BPS venue options were discussed and all agreed to have the meeting at the United Way office in the Intel Conference Room.

**Adjournment:** Robert Harris adjourned the meeting at approximately 10:00 AM.

**Next Meeting:** 7:30 AM on Wednesday, January 11, 2012 at La Bou on Rockingham Drive.
### Board Development & Nominating Committee Meeting Schedule

<table>
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<tr>
<th>Date</th>
<th>Agenda Items</th>
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| **March 14, 2012** | Discuss draft Business Plan goals  
Discuss draft Budget add-ons  
Discuss UW Officer and Director nominations  
Discuss CRF Trustee nominations                                                   |
| **May 9, 2012**    | Approve Business Plan proposal  
Approve Budget add-on proposal  
Approve UW Officer & Director nominations for circulation  
Approve CRF Trustee appointments for circulation  
Review 3Q Business Plan results                                                  |
| **July 11, 2012**  | Review 4Q/Final Prior Year Business Plan results  
Discuss recruitment goals for January “class” of directors                                    |
| **September 12, 2012** | Review 1Q Business Plan results  
Begin planning for Board Planning Session                                                      |
| **November 14, 2012** | Review 2Q Business Plan results  
Approve UW Director nominations for circulation  
Approve CRF Trustee appointments for circulation  
Continue work on Board Planning Session                                               |
| **January 9, 2013** | Finalize plans for Board Planning Session  
Review 2Q Business Plan results  
Discuss June “class” of directors                                                  |

- Other meetings can be called as needed with 48-hours’ notice
- “First read” process will take place electronically in May and November
- Elections will take place electronically(or by paper ballot?) in June and December
- Chair’s Council responsible for new director orientation
- Draft Committee Minutes to all members within one week of meeting