



260 SW Madison Ave. Ste 106 | Corvallis, OR 97333 | [www.tilth.org](http://www.tilth.org) | PH 503.378.0690 | FX 541.753.4924 | [organic@tilth.org](mailto:organic@tilth.org)

*Oregon Tilth, Inc. is a 501(c)(3) nonprofit organization that supports and promotes biologically sound and socially equitable agriculture through education, research, advocacy, and product certification.*

## Oregon Tilth Conference Call Board Meeting Agenda

**DRAFT**

<b>Tuesday, April 16, 2013</b>		
<b>5:00-7:00 PM</b>		
<b>Time</b>	<b>Task</b>	<b>Outcome</b>
5:00-5:10	Welcome, Introductions, Logistics	
5:10-5:20	1. Member Comment	Listen
5:20-5:30	2. Consent Agenda <ul style="list-style-type: none"> <li>• ED Report</li> <li>• EL-3 Financial Condition and Activities-Chris</li> <li>• EL-2 Treatment of Staff-Direct Inspection-Harry</li> <li>• Minutes from December General Membership Meeting</li> <li>• Minutes from January in-person meeting</li> <li>• Revised minutes from February conference call</li> <li>• Minutes from March conference call</li> </ul>	Approve
5:30-5:35	3. Items Removed from the Consent Agenda	Discuss and plan follow-up
5:35-5:40	4. Action from last month's Monitoring Report e-mail feedback	
5:40-5:45	5. Nominations Committee Check In	Discuss and follow-up
5:45-5:55	6. Committee check-in <ul style="list-style-type: none"> <li>• Membership Advisory-board supervised but not board owned</li> </ul>	
5:55-6:15	7. Other Business & Announcements <ul style="list-style-type: none"> <li>• Sign-up for Monitoring reports and writing for E-News and IGT</li> <li>• Discuss in-person meeting-challenge about WHEN to hold meeting and agenda items</li> </ul>	Sign up
6:15-6:20	8. Homework - All	Discuss

6:25-6:30	9. Meeting Evaluation - All	
6:30-7:00	10. Executive Session	

Notes:

**Welcome, Introductions, Logistics**

This is an opportunity to learn a bit about each other and build some fun into our meeting

**#1 Member Comment**

**Objective:** Hear from our members

**Preparation:** none needed

**#2 Consent Agenda**

**Objective:** Formal recording of approval of the minutes and monitoring reports.

**Preparation:**

Read all items included in the consent agenda.

A consent agenda contains items that we all will have read and will be prepared to accept or not accept prior to the meeting. If more discussion is needed, we remove that item from the consent agenda and place on our calendar to discuss (and hopefully resolve) at a later date.

**#3 Items Removed from the Consent Agenda**

**Objective:** Discuss any items that are removed and determine next steps.

**Preparation:** Open discussion about how we move forward with item(s) removed. For Monitoring Reports—do we need more information or data? Let’s be clear and concise.

**#4 Action from last month’s Monitoring Report e-mail feedback**

**Objective:** Identify action that needs to be taken from our last monitoring feedback loop.

**Explanation:** We agreed to provide feedback on monitoring reports through e-mail. JJ has compiled those comments and posted them on Dropbox.

**#5 Nominations Committee Check In**

**Objective:** Successfully recruit board members and see how we can all support the Nominations Committee

**Preparation:** Build relationships, encourage participation. Discuss as a group how and who to recruit. We need to all be responsible for helping with recruitment and building board strength and leadership by identifying potential board candidates. This needs to be an on-going process. It is unwise to scramble to find candidates at the last minute.

Let’s identify individuals to recruit and assign recruiters.

**#6 Committee Check-in**

**Objective:** Hear progress from committees.

**Preparation:** If you are on a committee, please come prepared to share what the committee has been up to and progress on any action items.

## **#7 Other Business and Announcements**

- Sign-up writing for Monitoring Reports and writing for E-news and IGT
- Discuss when to have in-person meeting and agenda items

**Objective:** Share our thoughts with each other

**Preparation:** Let's all look at the board calendar and sign-up for writing for IGT and E-News. Decide when to have our in-person meeting so arrangements can be made and begin an agenda.

## **#8 Homework - All**

**Objective:** Check in on action items and ensure follow through.

**Past Homework:** Let's be accountable to each other and to the membership by following through on items we sign up to do. Create reasonable deadlines for ourselves and ensure we each do follow through.

## **#9 Evaluation**

**Objective:** Evaluate our meeting so we can celebrate our success and identify areas we can improve.

**Preparation:** Show up to the meeting and participate.

## **#10 Executive Session**

**Objective:** Private human resources issue.

**Preparation:** Board members please read documents pertaining to this matter on Dropbox.