260 SW Madison Ave. Ste 106 | Corvallis, OR 97333 | www.tilth.org | PH 503.378.0690 | FX 541.753.4924 | 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

Wednesday, December 18, 2013 5:00-7:00 PM		
Time	**Task**	**Outcome**
5:00-5:10	Welcome, Introductions, Logistics	
5:10-5:20	1. Member Comment	Listen
5:20-5:45	2. Consent Agenda and Discussion • Minutes from November 19 meeting • Monitoring reports EL-3 Financial Planning and Budgeting G-2 Board Job Description (from last meeting) G-5 Board Secretary's Role (from September meeting) • Policy rewrite: G-5 Board Secretary's Role (from September meeting)	Approve Lynn John John
5:45-5:50	3. ED-Report-Chris	Review
5:50-6:00	4. Board Recruitment Check In • Welcome new board member • Board vacancies	Discuss
6:00-6:10	5. Committee check-in • Membership Advisory	Discuss
6:10-6:30	6. Other Business & Announcements • Board training in January • In-person meeting scheduling for February ○ What to include on the agenda	Discuss
6:30-6:35	7. Homework – All • Review board calendar • Confirm next meeting	Discuss
6:35-6:40	8. Meeting Evaluation - All	
6:40-7:00	9. Executive Session • ED Evaluation	Discuss

Notes:

#1 Member Comment
Objective: Hear from our members
Preparation: none needed

#2 Consent Agenda and discussion
Objective: Formal recording of approval of the minutes and monitoring reports. Discuss and approve monitoring reports.
Preparation: Be sure to read all the documents listed on the agenda.

#3 ED Report
Objective: Learn about operational activities
Preparation: Read Chris' report.

#4 Board Recruitment Check-in
Objective: Build relationships and successfully recruit board candidates. Hear from the Nominating Committee on progress.
Preparation: Share who you have made contacts with. Discuss how we want to deal with two current board vacancies.

#5 Committee Check In
Objective: Hear progress from committees
Preparation: Committee leads-please prepare to discuss progress/activities.

#6 Other Business & Announcements

- Board training in January
- In-person meeting scheduling in February
    - What to include on the agenda

Objective: Provender is offering a half-day board training in January in Portland. All board members are encouraged to attend. Susan has details. Susan set up a doodle poll to schedule an in-person meeting in Portland. Let's discuss what we'd like to include on the agenda. **Be sure to fill out the doodle.**
Preparation: Be prepared to fill out doodle and discuss what's important to include when we meet in person.

#7 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.

#8 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.

#9 Executive Session
Objective: Evaluate our Executive Director.
Preparation: Review evaluation spreadsheet.