



Executive Committee Meeting
Tuesday, October 6, 2020 8:30 am - 9:30 am
Join Zoom Meeting: Meeting Link Sent Upon Registration Confirmation

Time	Agenda Item
8:30 am	Welcome & Introduction
8:40 am	Role of Executive Committee
8:45 am	Potential Goals for FY21
9:20 am	Next Steps
9:25 am	Groups Norms
9:30 am	Adjourn

FY 21 Executive Committee Meeting Dates

Tuesday, October 6, 2020

Tuesday, November 17, 2020 (next meeting)

Tuesday, February 23, 2021

Tuesday, June 1, 2021



First 8 Memphis Executive Committee Meeting**Date:** October 6, 2020**Time:** 8:30am - 9:30am

Committee Members Present: Kathy Buckman Gibson and Michael Whaley**Committee Members Absent:** Jim Boyd and Keva Latham**Staff Present:** Dr. Kandace Thomas and LaDora Watkins**Visitors Present:** None

Welcome & Introduction

The meeting began at 8:36 am.

Committee Business

Role of Executive Committee

Dr. Thomas provided a draft overview of the composition and roles of the committee. The Executive Committee includes First 8 Memphis Board officers, as well as chairs of the standing committees. Currently, this includes the Chairs of the Finance Committee and Nominating and Governance Committee. The Board Chair serves as the Chair of the Executive Committee. The First 8 Memphis Executive Director, or Chief Executive, serves as an ex-officio member of this committee. Overall, the committee will act as a steering committee of the Board. Other duties include:

- Ownership of daily implementation of Board policies and making sure the Board is establishing and maintain good governance practices
- Provide organizational direction to the Executive Director and the full board
- Help the Board Chair and Executive Director establish items for board meeting agendas
- Plays a role in forming and sunseting committees and working groups
- Administrative duties that include encapsulating discussion into minutes presented to the full Board
- Facilitate Executive Director performance review process



Programmatic Discussion

Pre-K funding

- Director Whaley advised that a discussion should be had soon about next year's Pre-K funding schedule. There may be issues for First 8 Memphis if Shelby County Schools deviates from the funding schedule that the Commission agreed to. First 8 Memphis may have to make up the bottom line for year three if this happens. First 8 Memphis will need to develop a strategy for year three and beyond by Christmas of this year. This conversation should start with Divalyn Gordon and Dr. Burt and then taken to a broader audience (Dr. Ray).
- Another conversation that will need to happen is thinking through the outcomes financing strategy (specifically for year three). Maycomb Capital's goal for F8M is that there would be local outcomes financing for the out years.
- \$3M from the City of Memphis was received in our bank account versus the expected \$4.5M that was expected and in City Council's budget. **Dr. Thomas will let Michael Whaley or Kathy Buckman Gibson know if there is any help needed with sorting this out.**

Executive Committee Goals FY21

The following are potential Executive Committee goals for FY21. **These goals will be taken to the full board for discussion and approval at the October 13th meeting.**

- Solidifying the Board infrastructure - define roles for each officer, draft committee charters (**Kathy Buckman Gibson has committee charter examples that we can use as a starting point**), clarify nominating process, institute board analysis for tenure renewal
 - Update the Operating Agreement to reflect Board infrastructure
- Planning and initiating a strategic planning process (Spring and Summer 2021). Identify what other committees are needed, including possibility of fundraising committee
- Conducting Executive Director performance reviews once the Onboarding Committee disbands

Frequency, pacing, and timing

The committee discussed the frequency and pacing of meetings based on the work that needs to be accomplished. The work was then prioritized in the following ways:



1. Develop and draft the Board structure (November 2020)
 - Kathy Buckman Gibson and Jim Boyd will draft job descriptions for Board members, including roles and responsibilities. Job descriptions will be finalized by 11/17. **Kathy will also reach out to Shelby County Crime Commission because of their public private org structure. Director Whaley will reach out to Shelby Farms to get roles and responsibilities of their board members. Dr. Thomas will also reach out to friends who are Executive Directors of organizations to get examples.**
 - Draft job descriptions for Board officers (November/December 2020)
2. Develop committee charters (January 2021)
 - Consider Board fundraising Committee
3. Begin thinking through a strategic planning process (Winter 2021)
4. Implement the strategic planning process (Spring/Summer 2021)

The committee will meet on a monthly basis beginning November 17th.

Next Steps

Chair Kathy Buckman Gibson

- Provide examples of charters
- Reach out to Shelby County Crime Commission (public private oversight responsibilities)
- Meet with Jim Boyd to begin working on job descriptions of board members and officers

Director Michael Whaley

- Reach out to Shelby Farms role and responsibilities for board members

Dr. Kandace Thomas

- Reach out to Exec Director friends for examples of job descriptions

LaDora Watkins

- Update the Annotated Agenda to reflect the updated goals of Executive Committee
- Set up time for Kathy Buckman Gibson and Jim Boyd to meet to
- Update the calendar to meet monthly (Executive Committee)



Group Norms

The next meeting is scheduled for Tuesday, November 17, 2020. The committee decided to meet more often (every six weeks or every month), given what must be accomplished this year. The calendar will be updated accordingly.

Adjournment

The meeting adjourned at 9:13 a.m.

F&M BOARD APPROVED