

Accountability Council Meeting Minutes
January 14-17, 2009

Wednesday, January 14, 2009

- Members in attendance: Frances Hensley (Chair), Steven Strull, Heidi Vosekas, Wendy Brannen, Daniel Baron, Diana Watson, Angela Breidenstein
 - o Discussed meeting attendance and who had been heard from prior to the meeting regarding meeting attendance.
- Meeting began at 8 am and concluded at 5:30 pm
- Connections
- Agenda Review
- Norm Review – looked at AC norms in light of this group and this meeting and made additions/revisions
- National Center Update – Steven and Heidi
 - o Financial report – update on finances, budget and implications
 - o Examined data of coaches and members by state
 - o Examined data regarding winter meeting registration by state (last 3 meetings) – discussion of where to hold next winter meeting location and whether it makes sense to go where NSRF could build on membership and participation or where NSRF could build upon already-existing membership/participation
- Electronic Communication Policy – Frances (with Debbie Bambino)
 - o Report of ongoing work of Frances, Debbie, and Chris – they have begun their work together and need to continue meeting to develop an acceptable use policy for list-serv discussion and electronic communication
- Membership & Membership Report – Heidi (with Gene from AC)
 - o Membership Report: Heidi provided a status report. The AC offered suggestions, clarifications, and recommendations to help shape and move that forward. A new timeline will be established after Heidi has the opportunity to review the AC response with Gene.
 - o Discussion of inclusion of membership in new coach training and winter meeting registration
 - o Discussed decision of winter meeting planning team that home group facilitators had to be members in good standing (dues-paying)
 - o Information and discussion regarding the planning for the spring meeting in Chicago 2009 - the AC will meet in conjunction with the National Facilitators' meeting (tentatively scheduled April 30-May 2)
 - o Actions regarding membership:
 - AC will take up issue of membership status of AC members
 - AC will take to centers meeting on Saturday a request to help address the questions around membership raised by the AC subgroup on membership being led by Heidi and Gene

- AC will need to make recommendations regarding supporting individual membership and national facilitator membership as well as what to do regarding national facilitators who are not dues-paying national facilitators
- Centers Council – Governance – Diana
 - Heard report from Diana regarding December meeting in Chicago and looked at report (Note for record: Mark wants to be on planning team for May centers meeting, Susan helped to plan January centers meeting)
 - Steven, Heidi, and Diana will make sure the minutes go out to meeting participants as agreed at that meeting
- Reviewing the work of the AC and charges to the AC from prior meetings and the field
 - Reviewed the Tampa Letter May 2008, June 2008 AC Action Steps, Centers Meeting Recommendations December 2008 individually; in pairs took a document and identified all of the tasks, recommendations, requests, charges in those document; did an affinity mapping exercise to identify categories and themes; themes that emerged included governance and accountability (identity and integrity, corporate structure, leadership); our work in the field; particular tasks related to organizational business/development; what's not here/needs to be added (sustainability, retention, alignment of beliefs/practices, tension around equity/mission, different location of dir/office, role of national office)
 - Discussion of categories and components and determined that governance was our first priority and that we needed to address the HEC/NSRF relationship
 - Developed the essential elements of a Memorandum of Agreement (MOA) and charged a subcommittee (Frances, Wendy, Angela) who agreed to step out of the winter meeting to work on an MOA and report back to the AC by the next day. Subcommittee is to develop a MOA between NSRF and HEC and make sure the MOA would work for any setting and host organization/fiscal agent (i.e. reflect principles, practices, and needs of NSRF). the basis for a Memorandum of Agreement with any organization.
- During the course of the afternoon the AC also met with Fred Bay of the Bay and Paul Foundations as well as Steven (Roc) Bonchek as the Executive Director of HEC.

Thursday, January 15

- Subcommittee met from 8 am to 4:30 pm to draft the MOA and do other AC work
- Members of the AC met with the Centers Council planning committee (Susan Adams, Kevin Fahey, Diana Watson) regarding agenda, potential report from AC and request for input from Centers and NSRF members.
- Whole AC met from 6-7 pm to review work of subcommittee regarding Memorandum of Agreement.
 - Categories of Memorandum include: *I. Organizational Governance – NSRF program autonomy and NSRF intellectual property rights; II. Financial Autonomy of NSRF; III. Fiscal Transparency of HEC; IV. Relationship Between NSRF and HEC Board*
 - Met to determine next goals and priorities for subcommittee's continued work

Friday, January 16

- Subcommittee met from 8 am – 12 pm on the revision of the MOA as well as an organizational chart, draft of charge for the creation of a Membership Council, draft of the roles and responsibilities of an NSRF governing board
- Whole AC met from 12 pm – 5 pm
 - o Memorandum of Agreement – tuned and finalized MOA
 - o Governing Board proposal – received feedback and raised questions regarding role and membership; most of the discussion centered on how board would be constituted; decided as part of consideration of proposal to create pro/con descriptions for key determinations in order to fully consider tradeoffs and possibilities to continue development how board would be constituted and what its role would be
 - o Membership Council proposal and task force charge – discussion of proposal for council as well as development of a task force; nomination of AC liaison and chairs of task force (national facilitator and member; ongoing participation and engagement in discussions around membership, involved in different regions and roles, willing and able to work on tight timeline); Wendy agreed to serve as AC liaison and along with Diana will reach out to nominees for co-chairs; discussed plan regarding AC, task force chairs, and others reaching out to potential task force members and/or colleagues we'd like to engage as part of repair work of AC and NSRF; will work with centers participants at Saturday meeting to discuss task force and members
 - o Presented MOA to HEC director, answered questions, discussed timeline

Saturday, January 17

- Subcommittee met in the morning from 8 am – 11 am
 - o Accountability Council Participation: Took up Wednesday's discussion regarding participation of members of the AC (includes participation in meetings and discussions, responses to emails, responses to AC chair and national office staff, and standing as dues-paying members and/or national facilitators). Recommendation that AC members divide the list and personally contact members. Information collected as a result of conversations will be shared out with the larger group.
 - o Added timeline and confidentiality sections to Memorandum of Agreement.
 - o Refined Membership Council charge.
- Whole Accountability Council met (12:30-1:30)
 - o Review of Memorandum of Agreement – Timeline and Confidentiality as well as Tracking Document
 - Agreed to changed and final draft.
 - Frances reported that Roc had to return home due to family needs.
 - Frances will meet with Fred Bay regarding MOA progress.
 - Frances will send final MOA PDF and tracking document to Roc.
 - Frances will be the point of contact for Roc and Fred regarding MOA.

- Presentation of Membership Council draft for Centers Meeting; report that for Jay Davis and Susan Adams agreed to serve as co-chairs; Wendy and Diana met with co-chairs regarding task force and centers meeting
- AC membership plan proposal – getting input and support – Frances, Wendy, and Angela will split up the list and report back
- Update from Subcommittee on Accountability - Evaluation and Feedback of the Director
 - Heard report from the subcommittee (Frances, Teri, Angela) charged with one of the action steps of the June 2008 AC meeting - developing a system of accountability for the NSRF director – reviewed progress via report of process
 - Shared “Governing Principles to Guide Feedback and Evaluation Processes”
 - Shared Proposal for Providing Interim Feedback to NSRF’s Director
 - Toward the Development of a Position Description for the NSRF Director – engaged in process of reflective writing and brief discussion, also received input from one AC member not present via electronic request posed to non-attending AC members prior to the meeting
 - Will look into continuing the discussion and development via a possible blog or electronic means
- Governance Board document – needs continued work and Frances will lead that
- Minutes – Angela will send to Frances for review and distribution
- Asking Diana to take affinity map and determine that items identified have been addressed/taken up by AC.
- Other documents created in course of meeting are with Frances and Angela (charts, notes, etc)
- Frances will report AC work and progress at the centers meeting. Diana will explain Task Force charge on behalf of Wendy and AC.
- AC adjourned, with most attending centers meeting.