

AGENDA ITEM

MAY 142

Board and Board
Committee Meeting
Schedule

Date: April 26, 2010

To: Board Planning, Program Development and Budget Committee
Board of Governors

From: Governance Subcommittee

Re: Board and Board Committee Meeting Schedule

EXECUTIVE SUMMARY

In 2007 and 2008, Board meetings began at 12:00 noon on Thursdays, ending no later than 5 p.m. on Fridays, eliminating the need for two nights of accommodations. President Sloan advocated this schedule so that both staff and the Board could travel on Thursday mornings and be in position for the 12:00 noon start of the Board Committee on Operations meeting. In 2009 the Board added a regular Saturday meeting to the schedule which required members of the Board and staff to overnight on Fridays, which increased the cost of Board meetings.

This memorandum recommends that the length of Board meetings be reduced from three days to two

ISSUE

The Governance Subcommittee met on Thursday, April 22 to review the work done so far: breakout session and interviews of past Presidents; discuss identified issues, including the length of Board meetings.

Following its April 22 considerations, the Governance Subcommittee recommends that the length of Board meetings be reduced from the greater part of three days to two days, requiring only a single night's hotel stay. Meetings would begin on Thursday at noon to allow members to travel that morning. If the volume of business necessitates it, Board Committee meetings would be scheduled to overlap. Items expected to be of widespread interest (either on their face or identified by members to the Committee chair) would be discussed outside the overlap period when only one committee is meeting.

For example:

THURSDAY

Committee on Board Operations	Noon – 1:00 PM
Member Involvement, Relations and Services Committee	1:00 PM – 2:30 PM
Legal Services, Pro Bono & Equal Access Committee	2:00 PM – 3:30 PM
Discipline Oversight Committee	3:30 PM – 5:00 PM

FRIDAY

Audit Committee	9:00 AM – 10 AM
Planning, Program Development and Budget Committee	10:00 AM – 11:30 AM
Other Board Committees (RAC, Section Task Force, etc.) as necessary	11:00 AM – 12:30 PM
Lunch	12:30 PM – 1:00 PM
Board of Governors	1:00 PM

Each overlapping Committee would have one hour for discussing items of great interest and 30 minutes for routine business.

Where appropriate, some committee business could be conducted in advance of the meeting via conference call. Items of great interest could, in the discretion of the Committee chair and President, be scheduled for debate and decision before the full Board, bypassing the Committee.

The annual Planning meeting should remain as a 3-day meeting, and the experiment to hold it in November, rather than January, made permanent. Holding the meeting in November when the Board year is beginning, affords additional time to implement initiatives during the Board year.

FISCAL / PERSONNEL IMPACT:

The costs of Board meetings are primarily driven by five factors: airfare, lodging, ground transportation and parking, catering, and reimbursement for costs/per diem (car rentals, gas, hotel parking and meals) while on travel status.

Lodging. When meetings are held in either the LA or SF office, most Board members who reside in those respective areas do not require lodging.

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on Thursday mornings and be in position for the 12:00 noon start of the Board Committee on Operations meeting. In 2009 the Board added a regular Saturday meeting to the schedule which required members of the Board and staff to overnight on Fridays. Returning to two-day meetings will eliminate that additional expense.

RULE AMENDMENTS: None

BOARD BOOK/ ADMINISTRATIVE MANUAL IMPACT: None

RECOMMENDATION

PROPOSED BOARD COMMITTEE RESOLUTION:

Should the Board committee agree with the above recommendation, the following resolution would be appropriate

Board Committee Resolution:

RESOLVED, that effective with the 2010-2011 Board year, upon the recommendation of the Governance Subcommittee the Board Planning, Program Development, and Budget Committee recommends the Board of Governors strive to schedule its regular meetings as 2-day meetings, beginning Thursday at Noon and ending on Friday afternoon. To the extent necessary to achieve this, committee meetings shall overlap. Items of widespread interest, however, shall be heard at times when meetings do not overlap to allow the participation of all interested persons. The annual Planning meeting shall remain a 3-day meeting held at the first regular Board meeting following the Annual Meeting (November).

PROPOSED BOARD RESOLUTION:

Should the Board concur with the board committee's recommendation, the following resolution would be in order:

RESOLVED, that effective with the 2010-2011 Board year, upon the recommendation of the Board Planning, Program Development and Budget Committee the Board of Governors shall strive to schedule its regular meetings as 2-day meetings, beginning Thursday at Noon and ending on Friday afternoon. To the extent necessary to achieve this, committee meetings shall overlap. Items of widespread interest, however, shall be heard at times when meetings do not overlap to allow the participation of all interested persons. The annual Planning meeting shall remain a 3-day meeting held at the first regular Board meeting following the Annual Meeting (November).