



## **Board Retreat**

**June 24, 2016**

The Leadership Aurora Board retreat took place on Friday, June 24, 2016 at the Lakehouse at Southshore. The following board members were in attendance:

	Adams, Tyrone	X	Ellis, Sarah	X	Noe, Laura
X	Antolak, Adam	X	Evans, Jennifer	X	Roberts, Taylor
X	Baker, Greg		Garcia, Mike (Chief)		Scarpella, Debra
X	Banker, Marissa	X	Garcia, Mike	X	Sundberg, Steve
X	Banks, Rachel		Greeley, Donna	X	Tapp, Mike
X	Barber, David		Grooms, Christina		Young, Sarah
	Barker, Maureen	X	Hensley, Josh		Wolfe, Michelle
X	Blacke, Kinder	X	Isaacson, Tom		
X	Carlson, Cassidee	X	Jones, Christy		Hougen, Kevin
X	Clark, Justin	X	Khalaf, Najwa	X	Mingilton, Dale
X	Denton, Denise	X	Matich, Erika	X	Simard, Rene
X	de Gala, Gigi		McGilley, Marcia	X	Schindler, Mitzi

Breakfast was provided by Kneaders and hosted by The Chamber. Lunch was hosted once again by Hurricane Grill and Wings. Sarah Ellis (Board Chair) opened the retreat at 8:20 A.M. Sarah presented Mike Garcia with a gift and thanked him for his leadership as board chair during the previous year. Gigi de Gala (Vice Chair) led an ice breaker followed by introductions and welcome to new board members: Tyrone Adams, Alan Antolak, Kinder Blacke, Tom Isaacson, Najwa Khalaf, Marcia McGilley and Taylor Roberts.

**Board Member Documents.** Rene reviewed the by-laws, responsibilities/ground rules, rotating minute assignments, and the planning calendar

- Term length for board members was discussed. Initial appointment is for 3 years. Each director can serve another 3 years for a total of 6 years. There are exceptions for board members that are elected as chair/vice chair at the end of their second term. In these cases, a board member can serve for a maximum of 8 years. *Rene will send out a spreadsheet with current board member terms.*
- Board meeting attendance was also discussed. Although attendance at monthly meetings is encouraged, it is understood that board members have busy lives and competing priorities. For the most part, board members that can't regularly attend the meetings find other ways to contribute such as committee chairs, session sponsors, etc. Sarah asked that board members notify her or Rene if they will miss a board meeting.
- Dale suggested that since the Leadership Aurora program is run under the Chamber's Foundation, that the Foundation Chair should probably sign the By-laws.
- Rene asked if the regularly scheduled board meetings - second Wednesday of each month at 4 pm still worked for everyone. There were no objections.
- Board members are asked to be on at least 2 committees.
- Jennifer will continue as chair of the Golf Committee. Mike Tapp and Tom Isaacson volunteered to be on the committee.
- Sarah pointed out the last bullet of the Board Ground Rules - Have fun!
- Rene reviewed the annual planning calendar.
  - New class member interviews scheduled for July 25-28.
  - Meeting to select the new class is Aug 3. .

**Class Discussion.** Gigi and Rene led a discussion about class policies, expectations and attendance.

- One class member mentioned in their End of Class survey that it bothered them that some class members did not participate in class activities, projects, etc.

- Rene mentioned that a significant number of class members (7) missed two sessions this year. All appeared to have legitimate reasons. The LA board executive committee reviewed their letters and agreed they could graduate with the class. Additionally, some of those same members were chronically late for the monthly sessions.
- Denise noted that participation is part of the experience and that the class usually knows who is not participating. She recommended letting class members be involved in helping to improve participation.
- Rachel asked if we could hold the graduation certificates until class members make up missed sessions. Rene has done this for two previous class members (2009 and 2014) who missed more than 2 sessions. They both made up the missed sessions in 2015 and were awarded their graduation certificates at that time.
- Greg asked if there was a correlation between non-participation and how the class members were scored by the class selection/interview committee. *Rene reviewed the scores after the retreat and there is **no correlation** between those who scored lower and their attendance/participation.*
- Cassidee suggested that we let the supervisor know when the class member misses a session, specifically if the company is paying the tuition. Justin asked that we be very clear with regard to how we implement the supervisor/company notification. *Rene will add the info to the interview process so that the candidates know their supervisor/organization will be informed when they miss a session. It will also be emphasized at the retreat, and will be included in the updated class policy letter.*
- Erika suggested not telling class members that they can miss two sessions, and that absences will be considered on a case by case basis. Josh also suggested that if class members are absent for more than an hour of a session, they should also be marked as absent. *Rene will make the appropriate changes to the policy letter.*
- Najwa suggested that the class monitor participation and not the board - class members holding each other accountable. The Program Director will continue to monitor attendance and the class should be responsible for participation. It was suggested that they be paired up for the entire year and be accountable to each other. Sarah suggested that we work something into the retreat.

*Rene will see how we can incorporate into the Retreat during the DU Insights day. **UPDATE:** Rene has talked to Scott McLagan (DU Insights) and he will facilitate a session that will have the class work together on a Cohort Commitment/Pledge. It would include expectations of participants and how the class will hold each other accountable.*

- Gigi suggested that we track an overall expectation for the class, i.e., 96% attendance. *Rene will look into this.*
- The discussion continued about choosing the class, and making sure that the caliber of the class is high enough, and that we continue to monitor this issue.

**Board business.** Sarah conducted the board business of reviewing the financials; approving the annual budget; approving minutes from the May meeting; and evaluating Fire Day

- Monthly Financials:
  - Denise asked about the funds raised for the 7/20 memorial. Rene explained that that money went directly to the 7/20 Foundation. Denise asked if we track the value of the class projects. Rene stated that we do not and that we should do a better job documenting the great contributions each class is making to the community through in-kind donations, money raised, etc. *Rene will attempt to capture this information going forward.*
  - Rene pointed out how important in-kind donations are to the LA program. Without board member generosity in sponsoring meals during the sessions and the in-kind donation for the graduation dinner, there would be approximately \$10K in additional expenses each year.
  - David Barber motioned to approve the monthly financials, Gigi seconded. Motion passed.
- Annual Budget:
  - Rene is updating the Retreat sponsorship information (\$6,000). Includes a class member tuition (pending acceptance into the class), speaking/involvement in the Retreat, and graduation/yearbook sponsorship.

- Marissa asked how many of the class member's companies were involved in the golf tournament. *Rene will research and share with the board.*
- Denise motioned to approve the annual budget, David seconded. Motion passed.
- Laura motioned to approve the May board meeting minutes, Greg seconded. Motion passed.
- Fire Day Evaluation:
  - Fire day went very well. Rene mentioned how nice it was that Chief Garcia spent an hour with the class. The class also appreciated the coins and ducks.
  - There were some suggestions by the class that Police and Fire day be separated by more than a month. The board agreed that moving the days would probably not work due to potential weather issues.

**Review of 2015/16 Class Year.** Rene and Justin went over lessons learned, the class project, graduation and session evaluations

- Rene read some of the comments from the end of class evaluations (copies were previously provided to board members).
- Justin discussed the class projects. There were challenges figuring out which projects to do. Justin suggested that a President/Class handbook with some examples of projects, budgets, etc. would be very helpful. *Rene will work on developing a handbook.* Justin also suggested having a class vice president. Rene highly recommended that we pursue this, because it helps the president. Denise suggested a structured conversation about responsibilities for the President and Vice President. She also suggested that the President select the vice president. *Board members agreed and will explore how to implement.*
- Justin mentioned that contrary to previous discussion, most class members were engaged.
- It was noted by Jennifer that we ran out of food at the graduation dinner. Rene stated that when it's a buffet, people tend to take more than when it's served. To help alleviate a similar problem in the future, we will bump our numbers or arrange to have servers.

- In preparation for the afternoon's session review, each committee chair/representative went over some of the evaluation comments and lessons learned:
  - **Media Day, Erika Matich** – the day went well, but the class always seems to feel unprepared for the afternoon session. One of the speakers wasn't engaging. Someone complained that the time at 9News was too long. The committee will explore options.
  - **Healthcare Day, Donna Greeley** - Donna was out of town. Other committee members provided comments. Erika noted that there was a bit of concern that Jeff Thompson's talk in the morning was too much about politics and not about healthcare. There was some discussion about the difference between the experiences at The Medical Center of Aurora (TMCA) and University Hospital. Denise will talk to Ryan Simpson, TMCA/COO, about increasing the interactive experience at TMCA. Might want to explore incorporating Children's Hospital Colorado? Steve asked about completion of the VA Hospital, and when we might incorporate that facility into the program. Rene responded that it remains on schedule, it will not be operational until mid-2018. Gigi suggested only having one speaker in the afternoon. Denise will make contact with Kaiser to see if they will give their "Loose Change" presentation about how difficult it is for some people to access health care.
  - **Military Day, Kinder Blacke** - everyone seems to enjoy the hands-on portions of the day. Feedback is generally that there's still too much PowerPoint although it was cut-back considerably this year. Recommend having a panel comprised of members from all branches of service (may also want to include a spouse on the panel) to talk about their experiences. Marissa asked why this year's class wasn't able to go into the F-16 hangar. Kinder explained that it was a construction issue. The Hush house was well-received, and the food is always amazing. Need a microphone on the bus. Gone are the days of the refueling... But there's a possibility of helicopter rides.
  - **Community Day, Rachel Banks** - instructions to the site were a little difficult; suggested that a phone number be included on the directions. Class time always seems to be the struggle.

Committee will focus on helping the community organizations be better are prepared for the class members - possibly give them some written directions about what they are expected to share. It was also recommended that the organizations provide something the class members can take away, i.e., a list of ways they can help. Question was raised if we should go back to the community organizations that have had a project done by a previous Leadership Class? The committee is considering adding two new organizations.

- **All America City Day, Greg Baker** – Greg suggested that it may be time to change the name of the day. Greg will explore new names with his committee members. Mayor still really enjoys the mock council session. Water tour went well, but it was long. For this year, considering a Stanley Marketplace visit/lunch. Also looking to limit to one activity in the afternoon.
- **Police Day, Cassidee Carlson** – being at the new facility allowed us to bring dispatch back into the mix. There needs to be actual time constraints on the presentations. Class members mentioned that they didn't know they were going to be outside. Will need to emphasize this. Rachel suggested that we let them know they will often be outside for part of the day at each session.
- **Education Day, Josh Hensley** - Was similar to past years. People liked the panel and experience with the students. The afternoon session at the CCA Simulation Center did not go as planned. It should have been a short presentation and then tours of the various areas (EMT, Police, etc.). Instead, the presenter talked the entire time.

**Golf Tournament, Jennifer Evans** – Jennifer suggested that we concentrate first on our large sponsors when filling foursomes next year. Caddy shack theme was great and we will continue to grow on that theme.

**Special Presentation** – Justin Clark was recognized as the only board member to have perfect attendance.

The LA Board Retreat was adjourned at 2:00 P.M.

/signed/

Sarah Ellis

Chair, Leadership Aurora Board