



BOARD OF DIRECTORS  
Special Board Meeting  
May 7, 2019  
Minutes

**Attendees:** Mr. Eric Smith, Board Chair, Ms. Barb Loftus, Board Vice Chair, Ms. Ruth Long, Treasurer, Mr., Mr. Rob Cramp, Mr. Storm Doddy, Ms. Jean Bandish and Ms. Catherine Wright, Dan Rodgers

**Members Absent:** Ms. Andrea Betting,

**Others in Attendance:**

Mr. Smith called the meeting to order and asked all to state their names for the record.

Mr. Smith reminded members that if anyone had a real or perceived conflict of interest to please complete the Conflict of Interest form (available at the meeting). None were submitted.

**Motion:** Ms. Wright moved to approve the May 7, 2019 Agenda. This was seconded by Mr. Cramp and the motion passed unanimously.

Ms. Loftus reminded board members of the following discussions had at the April 25, 2019 off-site Board Strategic planning session:

- The 35% rule and how subcontracting impacts the relationship between BFP and its subsidiaries.
- Board roles and responsibilities under the Carver's Governance Model

Mr. Smith outlined rules of communication between board and BFP staff without getting into operations as follows:

- Carver Board Governance / CEO Relationship
  - a. Appropriate interaction between the board chair, board officers, and board members and CEO under Carver Model
  - b. Role of board liaison
  - c. Appropriate interaction among board members under Sunshine law
  - d. Discussion on any recommended changes to CEO authorities and limitations to align with Carver Model and strategy

Ms. Loftus summarized the NCFIE Sycamore/Fidelity issue as an example of a strategy the board set, and was changed for reasons not fully clear to stakeholders (prior to action requested).

Mr. Smith reminded board members that “the board of directors is the community”.

Discussions ensued regarding patterns of behavior observed by Board Chair with the new CEO. Recommendations are as follows:

- Focus on outcomes, then what behaviors are most effective in achieving them
- Board recommended a 360 degree review
- One on one executive coaching for soft skills
- Six month review that includes full board in which the board is all “one voice” and agrees to help create an environment of success for CEO and organization

Discussions ensued regarding the number and format for future board meetings, also in keeping with the Carver Model (board meetings are to be for the board, with limited staff). In general, the board members agreed that modifications were needed, but no decisions were made, pending further discussion.

**ACTION ITEM:** Ms. Long will look into available funding to contract an executive coach.

**ACTION ITEM:** Ms. Loftus will contact HR to initiate a 360 degree review to include the family of agencies Executive Directors and Direct Reports. Ms. Loftus will also inquire about an executive coach.

**ACTION ITEM:** Mr. Smith will share the objectives set for the CEO with board members.

Once the 360 degree review process has been completed, the BFP board will reconvene to discuss results.

**ACTION ITEM:** Board members will be prepared to provide any revisions, additions, deletions to objectives (outcomes) at the 360 degree review results meeting.

Approved by the Brevard Family Partnership Board of Directors at the May 23, 2019 Board Meeting.