

**MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE
IRVING CONVENTION CENTER
Friday, September 9, 2022**

Those in attendance: Committee Chair Richard Stewart, Board Chair David Cole, Board Vice Chair Robert Bourgeois, Joe Philipp, Karen Cooperstein, Beth Bowman, Yasir Arafat, Colvin Gibson, Sam Reed, and Board Liaison Councilman Kyle Taylor; Maura Gast, Susan Rose, Brice Petty, and Brenda Lopez – ICVB Staff.

Committee Chair Richard Stewart, Jr. called the meeting to order at 9:00 am. Stewart asked for any citizen comments and there were none.

Stewart asked for a motion to approve the Board and Business Development Committee minutes from June 10, 2022. With a motion from Board member Colvin Gibson, and a second from Board member Beth Bowman, the motion unanimously was approved.

NOMINATING TASK FORCE REPORT & RECOMMENDATIONS

Board Chair David Cole reported the Nominating Task Force recommendations for next year. The Committee recommended Bob Bourgeois as Chair and Richard Stewart, Jr. as Vice Chair. Cole will present the recommendation at the next Board meeting. Action will be taken at the November Board meeting, with the new terms beginning at the December meeting

Stewart asked for a motion to approve the Nominating Task Force recommendations. With a motion from Cole, and a second from Board member Beth Bowman, the motion unanimously was approved.

ANNUAL BOARD MEMBER SELF-EVALUATION FORM

Executive Director Maura Gast reviewed the Annual Self-Evaluation form. It will be distributed at the September Board meeting. The form is typically distributed at the August Board meeting for those who are up for reappointment to have it top of mind when Board members receive their reappointment requests from the City. The evaluation form is a tool to help self-evaluate Board service, and it does not get returned so it is not subject to open records requests. If someone is filling a term that concludes now, they should have received something from the City. The form was updated two years ago and is current.

UPDATE ON COUNCIL DISCUSSION

Gast reported on discussions with Councilman Kyle Taylor regarding changes that will be made to the Boards and Commissions Ordinances. Taylor is the Chair of the Boards and Commission Committee. One of the additions to the Ordinance they are discussing is a 75% attendance requirement. Gast noted the importance of the Committee meetings and to give appropriate weight to those as well. Taylor was very supportive of this. The Boards and Commissions Committee reviews things that can be uniformly put in place for all the City Boards. A recommendation that was also suggested is that the City consider holding an optional orientation for all new appointees each year that could include the Open Meetings training and address the time attendance requirements and the Ordinance. This is a recommendation that is being made to the Boards and Commission Committee. Gast also recommends that this should be added to the orientation for the ICVB committee meetings, for those who have not yet taken the training. Gast and Taylor agreed if there were issues with a Board member, the Board Chair would bring concern to Taylor as the Chair of the Boards and Commissions Committee, and he would then bring it to Council. Taylor discussed the success of the Irving 360 Program. Many of the participants are looking for ways they could

serve. A handout will be included in the Board packet for organizations that have Board and/or volunteer service. This information can be given to any person who was not appointed to a Board. Taylor noted that during the meeting they also touched on cleaning up the Board Ordinances and to include a Code of Conduct policy with a uniform attendance requirement. The Council is hoping to get the Ordinance finalized by October. Discussion was held on Board liaisons and interviews. There was overwhelming support from the Council to do one-on-one interviews with set questions and extend the time to 10 minutes for each person.

DISCUSSION OF BOARD MEMBER CRITERIA

Gast asked if anyone had any edits or changes to the Board job descriptions that need to be made. It was noted that people are needed who understand and respect sales and marketing and that can advocate with Council members. Board member Joe Philipp agrees that it is essential to have Board members that are aware and have an understanding on their approach with an outreach strategy as new Council members may be elected.

STRATEGIC PLAN REVIEW

Gast mentioned the importance of reaching out to new Council Members and to invite them to a Board meeting. Please let Office Manager Carol Boyer know if they will be attending a meeting so there is a seat saved for them. Philipp discussed the opportunity for the Committee to look at the current trends in bookings and business and to discuss quality and quantity of business and suggested to reach out to new Council members with our concerns, through Taylor as the Board liaison. Board member Yasir Arafat suggested the importance of all the City Boards meeting at some point with each Board Chair to share goals. Gast mentioned that our Board does work closely with the Arts and Parks Boards. Taylor mentioned that something like this has been done during the orientation process and he will provide an update at the next meeting.

CHAIR REPORT

Stewart encourages everyone to review at the meeting minutes and packets. There is valuable information in the packet with Board information.

Stewart adjourned the meeting adjourned at 9:32 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME
Executive Director