

**Minutes of Executive Committee Meeting - 10/28/11**

**Attending:** Micheline LeBlanc, Kurt Larsen, Diana Paradise, & Robert Craven--Mike Lawrence joined for a summary before adjournment

1. A recap of the retreat for Lainie and welcome her to the BOD
  - a. In one minute what is your passion/personal for CUE this year
  - b. Robert to bring and lead an activity to next BOD meeting
2. The answer to "what's next"
  - a. Micheline to talk to Kyle about this
3. Our face-to-face meetings and our PD (Micheline to work with Diana)
  - a. An activity in triads
4. Online meetings - we need a new conference call solution or interface (WebEx or Skype)
  - a. In preparation we will plan an executive BOD meeting via Skype
  - b. Put the BOD liaison sheet back up with a column for Skype address (TO DO)

Possible strategies for more effective and timely BOD meetings:

- Agendas constructed with:
  - 1 minute items - information only
  - 5 minute items - action item that has been brought before
  - 15 minute items - discussion items probably new from a committee or other sources. Most likely will, but does not have to become an action item on a future agenda.
- Two-column agenda:

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ Item</li><li>○ Item type &amp; minutes</li><li>○ Person responsible</li></ul> | <ul style="list-style-type: none"><li>○ Information about how board members need to prepare i.e. <i>read report; item x from last minutes; and be ready to make an informed decision</i></li></ul> |
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- Additional meeting roles:
  - Timekeeper
  - Process facilitator

11/30/11 5:53 PM

**Comment [1]:** brumbaugh:  
A Google Hangout might work here as well.

klarsen:  
Isn't that a limit of 10? We have 9 BOB members, 2 staff, & guests.

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Kurt Larsen, Ed.D.

----- Original Message -----