



Executive Committee Meeting

Friday, February 5
12pm ET/11pm CT

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Vickie, Steve, Amy, Mariah on the call

AGENDA

- Annual Summit
- Leadership Succession
- Board Agenda

ACTION ITEMS

- **Vickie will contact Jeremy about the website error message: Jeremy texted during the meeting that Amazon website keeps crashing, so this is not on our end. Jeremy will reset it. If error messages continue, may need to include a message.**
- **Mariah will work with the search team to determine priorities and schedule of transitions to include the details needed.**
- **Mariah and Amy look through board gaps and update Vickie as we pursue future Board elections.**
- **Loren to update the Board Meeting calendar invite for 12:00-3:00 ET on Friday, February 19th board meeting.**

POSSIBLE BOARD MEETING AGENDA

- Annual Summit (for update and input): Speaker Program
 - Timing - 3 Possibilities: 1) Virtual in June; 2) Have it after June in person; 3) Some sort of hybrid



- Interest groups start brainstorming for breakout sessions
- Annual Report (for update and input)
- Leadership Succession Planning (for update)
 - Search Team update from Amy G.
 - Committee update from Mariah
- Tactical Objectives Across the Organization, Related to Strategic Plan (for information and input)
- Website Update (for information)
- State Advocacy Initiative Update (for information)
- Nominating Committee: Upcoming Board Elections (for update and input)
- Review the revised CAC2 Sponsorship Strategy and Program (for information and input)

NOTES/AOB/SPECIAL ITEMS

- **Ethics Think Tank Update:** Project is going well! Second payment (\$3,000) to the contractor, Vasso, is due after the document review process and the invoice will be coming in the next couple of weeks. The last payment is due after the piece has been submitted for publication.
- **Board Objectives:** In light of leadership succession planning and performance evaluation, the Board could think about setting tactical objectives each year related to the strategic plan with the Board Chair, Managing Director, Board members, interest groups, and work teams. Some of these objectives include: how many new members we want each year, # of collaborative projects each year, etc. Who would “own” or follow-through on each objective? Need to have ways to hold people accountable. One concern raised by Vickie is that each person has their own responsibilities already, and it may be overwhelming to ask new Board members to develop and hold themselves accountable to strategic objectives.
- **Leadership Succession Planning:** We have a great search team. We had 19 strong resumes. They have done screening using the document and decided to do phone screening with 11 applicants. The others were graciously thanked. Video has been shared with the 11 and been invited to a phone screen. It’s even within the timeline that we planned out. The hope is to narrow it down to 4 to move forward to the interview. Everyone seems excited and doing their part. At the last succession planning meeting, we learned that the virtual onboarding and transition plan will need to be detailed and will take some tactical scheduling. We need to account for the person’s time for at least 1 month, but this can also include some of the training videos that have been created. We need to prioritize different items and aspects of CAC2, using “Vickie’s Duties” spreadsheet, yet be mindful that Vickie has a BUSY schedule in April with the Annual Report, plans for the Annual Summit, and the state advocacy project. We will need to coordinate with Vickie on determining which things to cover first and will do this at the next leadership succession planning meeting. We also need to alert the Board this and make sure that members will make themselves available for meetings with the Managing Director during the onboarding process.
- **Webinar:** Planned for March 24th for Spring Update. Need to pull the content together.
- **Website:** Unavailable for membership and donations. Vickie contacted Jeremy during the meeting and he said that the problem is with Amazon, and not on our end. He said that he would reset the system, but if this continues, we need to have some sort of a message letting people know to contact admin. or a specific email address.
- **Annual Summit:** What is the priority for our time? If it’s in person then we will have a different plan with timing and structure. Also, a factor is all of the things that we have on our plate right now, and especially



all that is on Vickie's plate. The Executive Committee needs to have a collective consensus going into the Board meeting, as we know best about the intricacies and all that is on our plate. bDoes this group want to come to an agreement on what we would recommend? Discussion around when we could realistically have an in-person meeting with ideas of August or waiting until the fall. Also, when we get a handle on COVID, people will start doing things but hard to do that in time to make plans for people. Helpful to think through all the events we have going on, and not having all of those happening at the same time. September is indeed hard with Curefest, but if we announce the Summit early, then it could be a good thing. (CureFest itself is scheduled for September 18 and 19.) We would want to fit between the COG meeting and other relevant meetings if we move to the fall, in light of our speaker pool. In March, we will have to make a governance change to move the meeting. We need to keep Board elections in June as scheduled so that we can get the new board members in. We probably couldn't partner with CureFest because it is spread out over many days. We are assuming that the end of June is too early, and every month after gives us more time. We can consider the pros and cons for all of these timing considerations, especially vaccination rates, other meetings, and keeping Vickie's schedule and demands in mind. Also, once we hit September, Vickie will be back at the university. At that point, however, the new Managing Director should be in place.

- ****Our Consensus:** It will be ideal to have the meeting in-person, and ideally, if it works with CHOP, this would be sometime during the fall. We could Livestream the educational portion of the conference, but it is recommended against Livestreaming the breakout sessions.
- Interest Groups need to brainstorm about breakout sessions
- **State Advocacy Project:** This will be a virtual event. ACCO wants to schedule it for May, but no dates have been set because they have cancelled a few meetings and further discussion is needed.
- **Annual Report:** Ideas to include bio and info of new managing director with possibility of adding more details around it in the annual report the following year. Discussion around the interest groups contributing to their corresponding page in the Annual Report.