



# Board Governance Committee

## Item Number 5 – Open Session

**Subject:** Discussion of Proposed Changes to Board Materials Agenda Item Writeup Template

**Presenter(s):** Amy McDuffee and Catherine Jackson, Mosaic Governance Advisors, LLC

**Item Type:** Information

**Date & Time:** May 5, 2022 – 20 minutes

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**Attachment(s):** None

**PowerPoint(s):** None

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### **PURPOSE**

To receive the Committee’s consensus input on objectives related to enhancing the structure of the board materials agenda item writeup template.

### **DISCUSSION/SUMMARY**

The Committee is leading an initiative to identify ways to continually improve transparency, effectiveness, and efficiency in board operations. In doing so, it is engaging in reflection and creative thinking given lessons learned from the pandemic and the rapidly changing business context.

One aspect of the initiative was to evaluate the “agenda item writeup template” used by the board and its committees to support regular meetings.<sup>1</sup> The template is the executive summary coversheet that accompanies each item within the board materials packet. It provides important context about the item. The template has been in place for over a decade without undergoing significant remodeling. It has been a steady, consistent tool used across the organization to provide the board and its committees with decision-useful information. However, all practices benefit from periodic review, particularly in an environment characterized by rapidly changing conditions.

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<sup>1</sup> The template for board offsites is different than that used to support regular board meetings.

Board member preferences regarding meeting materials that were brought forward through the January 2022 trustee survey centered around the following objectives:

- Move the recommendation(s) up front, along with supporting rationale and key considerations.
- Encourage the use of bullet point summaries for items that will be presented and discussed instead of written narratives.
- Emphasize connection points with the Strategic Plan, Enterprise Risk Management framework, and board policies and charters.
- Provide easier access to optional reference materials for board members seeking additional background and supplemental continuing education.

During the meeting, we will seek the Committee’s consensus around these and any other objectives. We will use the discussion outcomes to work with the Executive Staff to develop proposed changes to the agenda item writeup template to share with the Committee for consideration at its next meeting.

### **RECOMMENDATION**

Mosaic recommends that the Committee provide consensus input on potential changes to be made to the agenda item writeup template, and direct Mosaic to work with the Executive Staff to develop a proposed template for consideration at its next meeting.