

**Board Recruitment and Election Committee (BREC) Minutes  
January 5, 2010**

**Committee Members Present:** Camille Freitag, Judy Forgey, Evelyn Hall, Blanche Sommers  
**Absent:** Jane DeHart                   **Others Present:** None                   **Notetaker:** Cheryl Good  
**Next Meeting Date:** Tuesday, February 2<sup>nd</sup> 6:30pm

**AGENDA:**

- Announcements
- Finalize Election Guide
- Article for Thymes
- Recruitment Packet
- Work Plan Items

**MINUTES:**

**Announcements**

- The board is trying to move to using all electronic documents. BREC will have a “google docs” location where various reference documents (e.g.charter, workplan) and collaborative items can be accessed by the entire committee. Cheryl will be emailing this info to the committee.

**Finalize Election Guide**

The committee reviewed and edited changes to the updated election guide. The finalized copy will be put on google docs for final review. It will then be sent to the board in this month’s board packet.

**Recruitment Article for March Thymes**

The committee reviewed the article that announces that the board is seeking candidates to run for the board in the upcoming elections. Camille will finalize changes and send to the Thymes by the Feb 15<sup>th</sup> deadline. It will be available on google docs for the committee to review.

**Board Recruitment Packet**

The committee would like to have the marketing staff make the prospective board member packet reflect the Co-op image with appropriate fonts, pics and logo. As well it would be nice to have it available on the web page for interested owners to download. Camille will ask Michele if marketing staff can help with these tasks. It needs to be completed by February 1<sup>st</sup> because the initial small ad (see form 1.06 below) will be run in the February Thymes.

**Work Plan Items**

- 1) **Ask for recommendations from current Board and staff for prospective Board candidates (Form 1.07).** Camille will add this to the agenda for the next board meeting and Evelyn will ask staff for their input. The form is not needed but BREC would like to know who is being contacted so they can do any needed follow-up calls.
- 2) **Review the current Board profile grid to determine what skills will be needed in the composition of the new Board.** This was discussed at length last year and does not need any changes.
- 3) **The Board Scribe will submit a notice (in ad format) for the Thymes announcing the upcoming Board Election, which is to be run in the February issue (Form 1.06).** Cheryl will do once the website info is confirmed with marketing.
- 4) **Review the list of potential candidates and Follow-Up Actions.** Moved to February meeting.
- 5) **Start contacting potential candidates who have been approved.** Moved to February meeting.
- 6) **Arrange for an interviewer to write the candidate interviews for the Thymes.** Alan Coffman has done this in the past. Camille will contact him and ask if he is willing to help out again this year.
- 7) **Direct scribe to prepare 3 candidate packets available for pick-up at customer service.** Once the packet is finalized Cheryl will make sure this happens.

**Meeting Adjourned at 7:55pm**