



**SAVE OUR TRAILS
Board Meeting
Willow Glen Baptist Church
February 7, 2011 7:00 p.m.
AGENDA**

CALL TO ORDER

INTRODUCTIONS

CHANGES TO AGENDA

APPROVAL OF MINUTES: January 3, 2011

CONSIDERATION OF RECOMMENDATIONS OF GOVERNANCE COMMITTEE

- a. Recommendations on meeting efficiency; see Attachment A
- b. Recommendations on clarification of By-Law Article V, Section 4

DIRECTORS' REPORTS

- a. President's report
- b. Treasurer's Report
- c. Secretary's Report

COMMITTEE REPORTS

Nominating Committee

- a. Nominations for the Board of Directors
- b. Nomination(s) for Vice President
- c. Nomination(s) for Treasurer
- d. Nominations for the membership in the Nominating Committee
- e. Recommended procedures for conducting the election
- f.

CURRENT ISSUES

- a. Discuss the recommendations of the Governance Committee on how to improve the conduct of our meetings.
- b. Resolution: *The resolution of April 17, 2010 regarding the requirement that the Secretary back up certain files is hereby revoked and replaced with the following: The*

Secretary and the Treasurer are instructed to each determine which of their files are “critical” in the sense of requiring backup. The Secretary and the Treasurer are instructed to transmit a copy of their critical files to each other on at least a quarterly basis, and each shall retain a back-up copy of both sets of critical files.

- c. Bruce to report on the acquisition of the Western Alignment of the Three Creeks Trail.
- d. Bill to report on Yves Zsutty’s request for letters of support.
- e. Planning for and publicizing the General Meeting

OTHER BUSINESS

- a)

NEXT MEETING

The next meeting will be the **General Meeting** to be held Monday evening, March 7th, at 7:00 pm.

ATTACHMENTS

A: Recommendations of the Governance Committee to improve the efficiency of SAVE OUR TRAILS meetings.

1. Before the meeting, the chair (the President or designee), will plan out a time allotment for each item on the agenda.
2. At the start of the meeting, the chair will remind participants of the rules governing the conduct of the meeting. Initially, we suggest the following rules:
 - a. The chair will adhere to the agenda. If anyone raises an item that is not on the agenda, the chair will ask that discussion be considered under “other business”.
 - b. The chair will recognize everyone who wants to speak on an issue before board members speak for a second time.
3. If the chair determines that discussion of an item is taking substantially more than its allotted time, he or she will call for a vote (possibly after allowing a fixed number of additional people to be heard on the issue.)
4. We will try to avoid having “deferred” items on the agenda. Items on the agenda will either be decided at the meeting, assigned to a subcommittee for a recommendation, or else dropped. If no one volunteers to work on the subcommittee, then the item will be dropped.
5. If a subcommittee reports back with a set of recommendations, Board Members may pose questions to the subcommittee, a motion may be made, and the chair will allow a discussion within the timeframe allotted by the agenda. If a recommendation was not accepted, the subcommittee should meet again and continue working to try to reach an acceptable solution, hopefully with the additional input from Board members who objected to the initial recommendation.

B: Recommendations of the Governance Committee to clarify Article V, Section 4 (“Removals”) of the By-Laws

(1)

The term “excessive unexcused absences” is defined to be attendance or excused absence by a Board Member at less than sixty percent of the regularly scheduled meetings of the Board during that Member’s term of office in any calendar year.

(2)

A Member of the Board may ask for an absence to be excused by sending an email to, or calling the Secretary (or other officer) in advance of a meeting, upon which request the Board shall vote on whether to accept the absence as “excused”. In case of an emergency, the absent Board Member may ask for the absence to be excused *post facto*.