

**Serve Idaho Governor's Commission on Service and Volunteerism**

**Notice of Public Meeting/Executive Board Meeting Agenda**



**Holiday Inn Boise Airport- 2970 West Elder St.  
Boise, Idaho**



**Meeting convenes on July 14, 2015 at 4:15 p.m.**

**ATTENDEES:** Renee Bade, Patricia Fitzpatrick, Doug Brown, Mike Jensen, Henry Henscheid, Bill Langer, Carrie Reese, Patricia Eriksen, Tina Nailon, Kristen Tracy,

**Meeting Start Time:** 4:22 PM

**Approval of Executive Board Minutes from Prior Meeting** **Mike Jensen**  
Motion to approve – All in favor; Approved

**Review Commission Meeting Agenda** **Mike Jensen**  
Motion to approve – All in favor; Approved

**Commission Support Grant Status** **Renee Bade**  
See Fiscal Report

Marketing will be funding three PSA's at the cost of \$30,000

- Renee Bade will verify if they are providing any match.  
BSU Marketing students provided \$35,000 for match  
Match and In-Kind totals about \$109,000 currently

Performance Measures for funding

- Community outreach, well over 200
- Training for Programs is on track; will finalize the report to CNCS in January.

Logic model should flow into state service plan and then into performance measures.

Currently state commission funding is being reviewed by Congress. Should have more information Thursday, July 16, 2015.

**Standing Committee Updates**

- Marketing **Doug Brown**
  - o The Marketing plans is in transition between theory and practice. BSU student plans have been sorted and the focus narrowed down as follows:
    - Social Media
    - Updating the Website
    - Outreach to BSU
  - o TreeFort / VolunteerFort
    - A venue downtown with an interactive discussion on volunteerism as a pathway to employment.
      - A Volunteer Fair

- Plans are in progress to bring on an intern
    - Currently waiting on the Department of Labor for budget approval
  - Removal of Annual Report – change to Quarterly Legislative Update
    - Purpose is to provide current and upcoming event along with outreach to the legislature
    - The Annual Report has not been completed for a long time.
    - The Annual Report is not a requirement
    - Should be small/short for easy reading with bullet points & visuals like graphs
    - Should be sent to the Governor, stake holders, Department of Labor Director – more than just the elected officials; to include Idaho Power, State Farm, etc.
    - Report would contain: Members enrolled, numbers, outcomes, featured projects, events, personal stories, accomplishments
  - Motion to approve name change from Annual Report and to Quarterly Stakeholders Report – All in favor; Approved
- Membership
- Discussion on the 75% attendance requirement for Commissioners
    - 3 out of 4 of the quarterly meetings must be attended.
    - The requirement has not been strictly followed.
    - Commission was smaller in the past
    - Some positions are difficult to fill
    - Attendance has improved from a couple of years ago
    - Might consider counting the conference as part of the attendance
    - Attendance should be monitored and if lacking should be a consideration for re-appointment
    - If someone stops coming, the individual/commissioner should be approached about resigning
    - Policy should be uniform and followed consistently
  - Pam McGarry resigned, a Commissioner from central Idaho
  - New Applicants will be discussed with the committee
    - Renee Bade will review the Dirk Marsden's application who is from Firth, ID.
    - Usually is a six month turn around for application review
  - Motion to approve updates to the Membership & Commission Development Committee:
    - Monitor attendance of Commissioners to ensure Commission is compliant with Executive Order
    - Provide new Commissioner Orientation.
 All in favor; Approved.
- Program

- Recommendation to add Program Risk Assessment to the Policies & Procedures
  - How do we facilitate a positive change based on the Risk Assessment?
    - The purpose is to provide an update, not necessarily to provide an outcome; is for communication purposes.
    - Is our role to provide assistance?
      - Commissioners can make recommendations to assist.
    - Purpose is for the committee is to stay informed of program status, issues and successes
    - To provide support to the staff who provides support to the program
- Motion to include add paragraph, Program Risk Assessment to the Policies & Procedures – All in favor; Approved

### **Ad Hoc Committee Updates**

- Bylaws
  - No Report
- Brightest Stars
  - Emily Baker is Chair person
  - SI staff met with Tamera Felter from the First Lady's Office
  - Brightest Stars is tentatively scheduled for January 21, with alternate dates being January 22nd or 23rd
    - Maybe tie in with Commissioners meeting
    - Will be easier for legislators to attend
  - Considering Zion's Bank Building as a venue
  - The First Lady's office has proposed changing the name from the Governor's Brightest Stars to Idaho's Brightest Stars
    - Will open the option for legislators to present awards if the Governor is unavailable.
  - Nomination forms are prepared and ready.
- 2016 Conference Update
  - Looking at 1<sup>st</sup> week of March
  - RFQ has been completed and is currently being review by the Department of Labor
  - Theme is: Leading Change; Volunteerism in the 21<sup>st</sup> Century
  - Survey on training had 72 responses
  - Working on narrowing down a list Key Note Speakers
- State Service Plan
  - Overview of results
    - Surprised from lack of knowledge of the programs
    - Surprised from lack of familiarity of the Governor's Brightest Stars

- Happy with number of respondents
- Overview of proposal
  - Reviewed for discussion at the Commissioner meeting
  - Main goals have been presented

### **Other Items**

Ad Hoc chairs should attend the Executive Committee meeting if there is a report update.

### October 21<sup>st</sup> or 22<sup>nd</sup> Workshop

- Initial presenter (Paula Sotnik) has another engagement on the October date.
  - Trainer / presenter should know the board is educated and go directly to the meat of the plan
- Working on other presenter prospects
- Recommend we do not change the date.
- Consider changing the October meeting to one day in the future, rather than two
- Email financials and committee reports a few days ahead of meeting to allow for quick approval during the meeting in order to shorten the meeting to one day, preferably on Thursday, October 22, 2015

Motion to approve to shorten the October Workshop to a one day meeting, to occur on October 22, 2015 with the Executive Committee meeting the afternoon before.

All in favor; Approved

Motion to adjourn, all in favor; Approved.

Meeting adjourned 5:43 PM