



Board Governance Committee

Item Number 3 – Open Session

Subject: Follow up on Changes to Board Materials Agenda Item Writeup Template

Presenter(s): Amy McDuffee, Mosaic Governance Advisors, LLC

Item Type: Consent Information

Date & Time: May 5, 2022 – 0 minutes

Attachment(s): None

PowerPoint(s): None

PURPOSE

To follow up with the Committee on implementation matters related to 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. One aspect of the initiative that is nearing conclusion was to evaluate the “agenda item writeup template” used by the board and its committees to support regular meetings.

At its last meeting, the Committee discussed board preferences regarding meeting materials that were brought forward through the January 2022 trustee sentiment survey (see [here](#) for summarized results). The following objectives received consensus support for implementation:

- Move the recommendation(s) up front, along with supporting rationale and key considerations,
- Continue to make the writeups more succinct,
- Emphasize connection points with the Strategic Plan, Business Plan and governing documents (e.g., laws, rules, board policies and charters) where appropriate,
- Identify ways to better organize, clarify, and highlight important risks, and
- Provide easier access to optional reference materials for board members seeking additional background and supplemental continuing education.

Since the last Committee meeting, Mosaic worked closely with the Executive Staff to discuss how to incorporate Committee feedback. Starting with this regular board meeting cycle, information on new and emerging (non-investment) risks was added to the CEO report. Other Committee objectives will be implemented for the September 2022 regular board and committee meeting cycle.

Additional ideas discussed that will be implemented or considered for further use by Executive Staff within the coming months in response to Committee feedback include the following:

- Leverage use of attachments to make the writeups as succinct as possible,
- Reference prior board materials using hyperlinks to offer additional context,
- Leverage use of video as a medium to provide supplemental education or background on specific items,
- Evaluate how information about risks can be better highlighted and/or organized within each item's materials, where appropriate.

Finally, it is important to note that an initiative is underway within the Audit and Risk Management Committee in connection with the *2023 – 25 Strategic Plan* to conduct a risk and compliance program review in the spirit of continuous improvement.

Mosaic will continue to seek the board's feedback to continuously improve the transparency, effectiveness, and efficiency of meeting materials through post-meeting surveys and the annual board self-evaluation.