| **Members, attending in person** | **Members and Others, attending virtually** | **Members, absent** |
| --- | --- | --- |
| * Committee Chair, Andrea Hodson, Board Director, Harrisville * Mark Terry, Member Representative, Westmoreland * Terry Clark, Board Director, Cheshire County | * Committee Member, Joseph Lamattina, Board Director, Newmarket * Guest, Clifton Below, Board Chair, Lebanon * Guest, Lisa Sweet, Board Vice Chair, Rye | * Andrew Maneval, Member Representative, Harrisville * April Salas, Board Director, Hanover |

**Proposed Agenda** 1. Welcome, Roll Call

2. Agenda, 9/18 Minutes

3. Board Members’ feedback on the culture and effectiveness of the Board

4. Other business

5. Adjournment

**Attendance, Agenda, 9/18 Meeting Minutes.** After Hodson called the meeting to order at 10:16am and with roll call and in-person quorum established, Members unanimously consented to approve the Proposed Agenda as modified to include review of the Right to Know Request process and recommendations. (Terry moved/Clark seconded), and to approve the 9/18 Meeting Minutes as prepared (Terry moved/Clark seconded).

***Right to Know Request Process***. Members then processed final copy edits to the text, and agreed by unanimous consent to forward it to the CEO for his review with Legal Counsel. After which, Members anticipate the final copy could be prepared for the November Board meeting.

***Board Culture and Effectiveness* survey**. Members discussed this topic broadly for much of the meeting before settling a project process and timeline. Members noted that the first survey may be more general than subsequent surveys as CPCNH is “young”, newly-hired persons are assuming staff roles, and staff-Board relationships are just starting to become organized. Future surveys may collect more or different information as the Board and staff-Board relationships become more seasoned. Members considered whether to lay out a survey schedule and process to potentially sequence surveys with 1-2 questions or more lengthy, to be deployed over a range of intervals ranging every two years to monthly. Then the team settled:

* **Survey purpose**. The team agreed that the purpose of the survey will be to collect indicators or information from Board members about their experience along the lines of: “how’s it going” and “what can we do to improve”. Survey feedback will inform what can be done if anything to enhance Board effectiveness and practices in the areas that will be included in the survey. Members noted that questions can solicit and provide information or raise awareness i.e., about the Board Director role, policies, and so forth. Members stressed that the survey is not a “test”. The ultimate output will be a report to the Board ahead of the April meeting.
* **Survey audience.** The team agreed the first survey will be designed to collect feedback from Board Directors, noting that Committee rosters include Directors who could respond to questions about the “Committee experience”. Everyone agreed respondents will be anonymous and trust that all Directors will complete and return their survey as it will not be possible to remind those who have not. Future surveys may focus on Committee Members and/or Member Representatives.
* **Project process and timeline**. Noting that terms expire for a third of the Board in April 2024, the team will aim to distribute the first survey in January, collect and analyze feedback in February, and publish a report in March. Development will include sending out a prototype for input and determining what technology to use.
* **Survey Questions**. Members agreed to review the process document and two sample surveys to begin shaping the survey questions over the next two meetings..

**Adjournment**. After setting its next meeting for Monday, 20 November at 1015 am, the team adjourned at 11:18am by unanimous consensus.