

Serve Idaho Executive Committee Meeting Minutes
September 26, 2023
2:30 – 3:30 pm (MT)

Via Zoom or
In Person at 317 W. Main St., Boise, ID 83735 – 3 West Conference Room

Meeting Called to Order at: 2:32 pm

In attendance:

- ~~— Amy Busch~~
- Amy Little
- Charlette Kremer
- Farhana Hibbert
- ~~— Heather Uhi~~
- ~~— Jani Revier~~
- Katie Mathias
- Kimber Russell
- Kristi Keeler
- Mat Erpelding
- Renee Bade

Motion to Approve September 26, 2023, Executive Committee Meeting Agenda:

Motion: Charlette Kremer

Second: Katie Mathias

Motion carried unanimously.

Motion to Approve June 21, 2023, Executive Committee Meeting Minutes:

Motion: Charlette Kremer

Second: Mat Erpelding

Motion Carried unanimously.

Motion to Approve October 12, 2023, Commission Meeting Agenda:

Motion: Charlette Kremer

Second: Amy Little

Motion carried unanimously.

Motion to Recommend Commissioner Meeting Restructure Recommendation:

Motion: Mat Erpelding

Second: Katie Mathias

Motion carried unanimously.

Review Attendance Tracker – committee thought that the tracker was very helpful in seeing each commissioner’s attendance at quarterly as well as committee meetings. There has been chronic absenteeism by some commissioners not meeting the 75% attendance policy. More communication with absent commissioners was suggested as well as holding commissioners accountable. The policy is in place for a reason. If they are not attending committee meetings, commission meetings and are not actively engaged, they should not be asked to re-apply. Should they be removed from the commission prior to their term ending?

Standing Committee Leadership Discussion –

- **Reviewed SOP verbiage** – Char had a couple recommendations such as there needs to be consistency on all three committee’s SOPs. Uppercase of certain words, lowercase on others...SOP & by-laws should have matching attendance policies. Char will email recommended edits to each committee chair. Annual review of SOP within each committee. Review SOP verbally instead of providing the electronic version for them to read. Revisions should be done at committee level. Update commission as needed.
- **How do we identify incoming chair for committees’ discussion** – Governance committee will assign mentors to new commissioners at next governance meeting. Information obtained through this mentor/mentee process may help identify those interested in leadership. Should we gather information from commissioner surveys to identify who is interested in a leadership role? It would be ideal to identify incoming committee chairs at the January commission meeting yearly.

Motion to adjourn:

Second: Charlette Kremer Kremer

Motion carried unanimously

Adjourned 3:24 pm.

Minutes submitted by Kristi Keeler and Renee Bade