

# Meeting Minutes: Executive Committee

Date: Wednesday, August 18, 2021  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
As provided by MN Stat. 13D.021, the meeting was held electronically

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Present |
| Quinn Nystrom | Absent |
| Myrna Peterson | Present |
| Trent Dilks | Present |

### Staff

* David Dively, E.D.
* Shannon Hartwig

Informal discussion about current event while waiting for members to join, while waiting for other members to join

Meeting called to order at 10:11 am

Myrna Peterson made a motion to approve the July 21, 2021 minutes and the August 18, 2021 agenda. Seconded by Trent Dilks, all members in favor by roll call by voice vote.

## Review annual (governance) planning calendar

The group discussed the annual (governance) planning calendar. The tool will be used to plan and track the full council (membership) plans. The council planning committee will manage the planning calendar document. Group discussion about the appointed chair position, and committee chair appointments, as well as the election/appointment of the vice chair. Group suggestion would be to bring item to full council meeting for additional discussion. Note: the current appointments were made during a difficult transition.

## Review policy monitoring schedule

Discussion about setting up a small ad hoc committee to assist with the policy monitoring. Follow up at the next meeting.

## Begin discussion about Executive Director annual performance review

Group discussion about the executive director annual performance review. Suggestions and ideas on how to gather information, conduct self-assessments, how to share information with a smaller group of members to conduct the review. The groups also discussed breaking out into smaller groups (committee chairs, council members and staff).

## Action Steps/Follow up

Recommendation from Vice Chair, to add council member input on recommendation to the Governor about filling the chair seat, to agenda items a few meetings prior to the new appointment. October 11 meeting, as the current chair appointment will end 1/2/2022.

David Dively will add the executive director review information, from the discussion to the council planning calendar.

Meeting adjourned at 12:11 pm

Submitted By: Shannon Hartwig