



Executive and Governance Committee Report

Prepared by: Steve Geist, Chair

Date Submitted: April 23, 2019

Meetings: Four monthly meetings were held.

January 10, 2019

Attending: Steve Geist, Beau Brodbeck, Ray Henning, Tom Wolf, J. Eric Smith

Accomplishments / Topics:

1. Discussed possible December dates for the Trustee / Liaison meeting.
2. New Policies that the Board of Trustees approved in December 2018. New policies including due diligence, trustee recruitment and board composition will be added to the Policy Document.
3. The Policy Document will also reflect the now merged committees of Audit/Finance and Executive/Governance.
4. The customer satisfaction survey was sent out to about 1,000 constituents with a February 21 due date for responses.
5. The Committee met in executive session to consider salary benchmarking report brought forth by President and CEO J. Eric Smith. The Committee accepted the report and it will be presented to the Board of Trustees at the May 2019 meeting for consideration.

February 13, 2019

Attending: Steve Geist, Beau Brodbeck, Ray Henning, Sharon Jean-Philippe, J. Eric Smith

Accomplishments / Topics:

1. Confirmed the dates of December 5 and 6 for the Board of Trustee and Liaison meeting. The location will be Atlanta, Georgia at the ISA headquarters.

March 13, 2019

Attending: Steve Geist, Beau Brodbeck, Ray Henning, Sharon Jean-Philippe, J. Eric Smith

Accomplishments / Topics:

1. Business Continuity and Risk Management Policy. The committee agreed that with the need arises performing an in-house President / CEO search is the preferred course of action. In the event or need for an urgent search, that Noetic Executive Search for Nonprofits would be engaged. The expected fee would be approximately one-third of the annual President / CEO annual salary.
2. Customer Satisfaction Survey. Communications and outreach were viewed as opportunities. President / CEO J. Eric Smith will investigate if CCS identified constituents were sent surveys to complete. Also investigated will be identifying responses by engagement classes – i.e. tour rider, researcher etc. As per the Communications Committee's recommendation, no additional surveys will be distributed till 2020.
3. Strategic Planning. The Committee reviewed the Plan directives and noted that the Development Committee would be revising the endowment goals. President and CEO J. Eric Smith is crafting new language for the planned giving directives.

April 10, 2019

Attending: Steve Geist, Ray Henning, Tom Wolf, J. Eric Smith

Accomplishments / Topics:

1. Business Continuity and Risk Management Policies. The Committee reviewed the plan drafted by President / CEO J. Eric Smith. The Committee agreed to send the plan to the Board of Trustees for consideration at the May board meeting.
2. Strategic Plan. The Committee reviewed the 2019 – 2021 plan. President / CEO J. Eric Smith incorporated input from the Committee chairs. The plan will be sent to the Strategic Planning Task Force for consideration.
3. We discussed the Ad Hoc Committee who will convene in the Summer of 2019 to review the office structure/decentralization. This committee will be solidified at the May board meeting.

Next Meeting: May – cancelled. June 12, 2019

Objectives for the next 3 months:

1. Board of Trustees and standing committee recruitment.
2. Succession planning for TREE Fund officers. Who is up next?
3. Review with President / CEO, the job description and make recommendations for changes if needed.