

1 **Capital Projects Advisory Review Board**

2 **Board Development Committee**

3 Meeting Summary February 25, 2022

4 **1. Committee member Olivia Yang called the meeting to order at 1:03 pm. A quorum was**
5 **established.**

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7 **2. Welcome and introductions.** Olivia Yang welcomed the attendees and led roll call.

8 Committee members in attendance unless otherwise noted:

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| 9 | • Walter Schacht, Mithun | CPARB Co-chair |
| 10 | • Lisa van der Lugt, OMWBE (absent) | CPARB |
| 11 | • Irene Reyes, The Glove Lady | CPARB |
| 12 | • Olivia Yang, Washington State University | CPARB |
| 13 | • Robynne Thaxton, Thaxton Parkinson PLLC (absent) | CPARB |
| 14 | • Janice Zahn, Port of Seattle | CPARB |
| 15 | • Bill Dobyys, Lydig CBRE | CPARB |
| 16 | • Santosh Kuruvilla, Exeltech | CPARB |
| 17 | • Linneth Riley Hall, Sound Transit | CPARB |

18 Other attendees include:

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- Talia Baker, DES
 - Mallorie Davies
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22 **3. Review and approve agenda.** Walter Schacht asked Olivia Yang to be the chair of the
23 committee for today's meeting, as he was returning from a meeting. Olivia Yang reviewed the
24 agenda.

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- a. Changes: Bill Dobyys asked for his company to be changed in the agenda, as his old one
26 was listed.
 - b. Approval of today's agenda: Motion (Santosh Kuruvilla), Second (Olivia Yang), passed to
27 approve the meeting agenda.
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30 **4. Review and approve last meeting's minutes.**

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- a. **Changes:** Bill Dobyys asked for his company to be changed in the meeting minutes, as
32 his old one was listed. Santosh asked if he could be listed as absent on these meeting
33 minutes.
 - b. Approval of last meeting's minutes: Motion (Bill Dobyys), Seconded (Santosh Kuruvilla),
34 passed to approve last meeting's minutes; Santosh Kuruvilla abstained as he was not at
35 the last meeting.
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38 **5. Invitation to the public to participate.**

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- a. Olivia Yang explained this committee meeting is open to participation from non-
40 committee members.
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42 **6. Committee Responsibilities.**

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- a. PRC onboarding
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 - i. Oliva: Reported that she talked with Walter about PRC onboarding. She
45 suggested that for PRC to be efficient and comprehensive it might be better to

- 46 wait for the new chair elections, which will be in May. That way, when it goes
47 through, we can let the new leadership talk about necessary training, any
48 transactional issues, the distribution frequency for rotation of members, and
49 whether there a need for conflict of interest trainings. The AG's can do these
50 trainings; it might be something PRC wants to do. She suggested that the group
51 facilitate PRC work, have their elections, and ask PRC to take these actions on
52 themselves.
- 53 ii. Talia: When we get a new member to PRC, I send a welcome email (which I sent
54 to the group yesterday) in which I outline how the group is run and how to
55 communicate. I give them a link to the PRC meeting page, I direct them to take
56 the online appointee training with the Governor's office, and I remind them that
57 they need to be familiar with the RCW and guidelines, and also the PRC bylaws.
58 I ask them to review these before the first meeting that they will be attending. On
59 the bottom of the PRC homepage, I have the training posted that Janice
60 originally created in 2018, which outlines how PRC runs and how to be on a
61 review panel, along with some of the basic codes of conduct and the location of
62 the meeting.
- 63 iii. Olivia: Do you track whether people finish the online training? Do you get a report
64 back from the Governor's office?
- 65 iv. Talia: I do not. The Governor's office will not send a list of who has taken the
66 training, but I can send them a list and they might confirm. They will confirm for
67 board members, though.
- 68 v. Olivia: The new member information and panel procedures—how does that
69 work? Do you say, "here is the information" and they read it? How does that
70 happen now?
- 71 vi. Talia: The last two chairs have been hands-off. I sent them the welcome email
72 and told them to collect their questions. I try to keep the current member list up to
73 date and they can reach out to members to ask questions. I also ask them to
74 bring questions to the next meeting. They then have a Q&A session for newer
75 members to ask questions. I have also asked the veteran members to consider
76 providing lessons learned and guidance.
- 77 vii. Olivia: Who were the last two chairs that were hands-off?
- 78 viii. Talia: Mike Schinn, who is the current chair, and Ed Peters.
- 79 ix. Olivia: Mukilteo school district.
- 80 x. Bill: Ed is with Edmunds School District.
- 81 xi. Olivia: Presumably this would happen at an annual meeting or a business
82 meeting of the PRC? How often do these business meetings happen?
- 83 xii. Talia: Originally it was once a year. But there was a huge turnover one year, so I
84 think Ruston Hall did it twice, one in July and one in January. I was pushing
85 people to have a PPT that could be updated as needed. Janice supplied one that
86 we got in 2018. I try to make sure that we have time scheduled in July and as
87 needed. We had time in September, but we did not spend a lot of time welcoming
88 new members. In January we had a lot of topics to discuss so we didn't welcome
89 new members. I'm hoping to schedule a half-hour in March to focus on new
90 member onboarding.
- 91 xiii. Olivia: It seems like half an hour may not be enough, but I support you, and I
92 would suggest an hour. This is nuanced—it is not black and white.
- 93 xiv. Talia: I leave this open to the subject matter experts. I am open to new
94 suggestions. No one wants to walk through the RCWs one at a time.

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- xv. Olivia: In lieu of going through the RCW, who is to attend the GC/CM Design-Build trainings? Is it true that the elections are in May?
 - xvi. Talia: Yes, they try to mirror CPARB as much as possible.
 - xvii. Olivia: I want to acknowledge that Irene has joined.
 - xviii. Linneth: Talia did a good job of summarizing the training of new PRC members. Not everyone one has the same understanding that this is the format of the training of the new members. I encourage us to go back to what you were speaking about a while ago, Olivia, when you mentioned that in May we could ask PRC to take over the training. This is good, but we need to give them recommendations for training, such as the annual training of PRC members going through the process. Recently the Sound Transit rep who joined PRC, Eza. We had our own training sessions. Eza thought the reference materials were good. The piece missing was walking through the materials with new members and answering questions in real time. We also took one of the applications that neither of us was assigned to. We reviewed it and I asked her to give me the questions as if she was assigned to it. When she was assigned, it was as if she had been on PRC—she was very engaged in the process and asked some really good questions, I thought.
 - xix. Olivia: I applaud you for doing that. When I talked to the higher ed reps, all three of them who are new to PRC, they did not have anything like this. To go back to what I was saying, what I meant to say was that to make this seamless, we should wait for the elections, so the new vice-chair can take all this input from us and go back to PRC with an idea of what they think their idea is—that is my suggestion.
 - xx. Linneth: I agree with that.
 - xxi. Olivia: I am suggesting that after the May elections there should be a conversation between the vice-chair and CPARB, CPARB's smaller groups, chair, or whatever, to talk about continuing improvements that can be made to PRC as a next step.
 - xxii. Linneth: I like that. I also think that it would be this committee, and it would mean talking to the chair and vice-chair about expectations. When I was chair, I don't recall anyone talking to me about specific expectations about roles. Of course there are bylaws you follow, but it would have been helpful to have someone talk it through with me.
 - xxiii. Olivia: I agree, my concern is about the normal succession planning where the vice-chair becomes the chair, how this year both chair and vice-chair are private—it might be a catalyst for us to say, "maybe we reboot."
 - xxiv. Talia: The only reason that happened this year was because we couldn't get a public person that wanted to be a vice-chair.
 - xxv. Olivia: Oh Walter is back, please take over.
 - xxvi. Irene: Just a thought, if you are saying we wait till May, because we are having the board and PRC elections, there are new members that need to be given training first. May is too long to wait. Did they attend right away from starting?
 - xxvii. Talia: They are scheduled to start at the next meeting. I sent my welcome email and asked them to start reviewing documents and to look at the training that Janice created online, and to also take the Governor's online training and to bring questions to the next meeting. We set time aside at the next business meeting which is in March. The next meeting is in May. The next scheduled training will be in July.
 - xxviii. Irene: Who keeps tabs on who has taken the training?

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- xxix. Talia: We don't have a methodology for this. The Governor's office does track who took the training; so they can confirm board members and sometimes PRC members.
 - xxx. Irene: Can we create a form for members to list what they have done, like a paragraph to say, "have you completed this training?" Then we hold them accountable, as they can email that back to us.
 - xxxi. Talia: I like that.
 - xxxii. Olivia: They can send us a paragraph. It is a proactive thing on an interim basis. A good training is interactive; what we should be doing is a mock review, like what Linneth said.
 - xxxiii. Irene: On most boards I sit on, there is a commitment document that you sign that reiterates what your duties are. Members need to be held accountable; we all should have something like this—a commitment that says we have read and received certain trainings and expectations.
 - xxxiv. Santosh: Olivia, as you were framing this topic, board improvement, we got into training. Are there really two aspects to the training? One is the orientation aspect—we have PRC members coming in and Talia sends out the welcome email with the class. The other aspect is orientation for the PRC leadership, as they are not aware of their roles. How is all of that being addressed? Are they separate or the same issues?
 - xxxv. Talia: With the last couple of chairs, I shared a responsibilities and collaboration document. I sent that out. It is the PRC vice-chair document. It outlines how we communicate back and forth. I think we should put something in there about mentorship. I wonder if the chairs mentor the vice-chairs because they are supposed to take over leadership at the end of the year. I don't know if this happens.
 - xxxvi. Walter: This always depends on the individuals. Sorry I am late; I was meeting with the past chair. From my perspective, there are two key issues to be addressed. At the chair level, there has been an issue relative to being agnostic to project delivery methods. Jim Dugan was all design-build, all the time; he spent most of his time talking about design-build. This is a conversation that any of us can have as citizens. The PRC leaders' membership and project delivery methods are to be agnostic. Part of their role is to make sure public owners understand and are following the statute, which is where we are discovering that we have a problem, because our statute states that you go to PRC before you commence with procurement. I think that the chair and vice-chair of CPARB should sit with the PRC chair to share board member feedback, and we should ask them not to promote or disparage project delivery methods, but to help owners pick the one that fits their circumstances. I think we can implement that right away if Janice and Bill are willing to meet with the chair and vice-chair. The 2nd piece, which can be built into a training, is that PRC members have a habit of promoting their own businesses when they participate in panels. It was reported that Tim Buckley wanted to know if the public owner doing GC/CM was going to hire a third-party engineering firm. They are now answerable to him, as to how they are doing the value engineering. Mike Schinn acknowledged this. The board meeting did not get into the issues and indicated that things weren't going well. Again, I think that with our board chair being a former PRC chair, that is an easy one-on-one conversation, and I don't think we should wait for a training to fix the problem.

194 xxxvii. Janice: I agree, Walter. We incorporated PRC questions around process and
195 what codes of conduct the board development committee would set forth, and it
196 has taken awhile. If we need to decide what we are going to do, I would say the
197 code of conduct should not be something that is a conversation between the
198 PRC and CPARB chairs. It needs to be part of us reiterating the code of conduct
199 expectations. I am going to reiterate those expectations at the PRC board
200 meeting. Regarding the second question of RCW code interpretation—of when
201 they can go to PRC and how far you can go through procurement without getting
202 approval, I would say that I am uncomfortable having that be a conversation
203 between the two PRC and CPARB vice-chairs, because I think that in the future
204 there could be code interpretations of the RCW. For example, we create a
205 document that says, “here is how we at CPARB determine the boundaries along
206 these grey areas,” and that is the information that is then passed to the PRC
207 when they are conducting themselves through the approval process. There is a
208 band-aid for now, then a broader conversation.

209 xxxviii. Walter: Regarding responsibilities, I suggest we do this and report back about
210 what we are hearing from stakeholders. They are concerned about lack of
211 neutrality and the public member perception that private sector members of the
212 board are selling their services. We can’t tell anyone what they shouldn’t apply
213 after they have completed procurement, and I think this requires a statutory fix
214 which says prior to advertising, you need approval. I don’t think best practices
215 would solve that. I think that if the PRC were to tell someone that they wouldn’t
216 get it, we couldn’t say no based on best practices. One we could do collegially,
217 and the other is a statutory fix if you want it to change.

218 xxxix. Janice: I agree. There is a separation in the pathway to fix the loophole that
219 appears to be in the RCW. How do we create the best practice to expect what
220 will happen, then educate our public agency fellow owners so that as much as
221 possible, we are not choosing a path that is not a best practice.

222 xl. Linneth: PRC is appointed by CPARB, so I think it would be a good idea if the
223 CPARB chair attended one of the PRC meetings. The CPARB chair can provide
224 remarks to the PRC committee, because a majority of committee members would
225 be there. In March, this would be a good opportunity to talk and remind PRC
226 about the need to remain neutral and some of the other things that have been
227 brought up. We need to remind folks that CPARB can remove PRC members. If
228 there are bad actors, we can remove them. If the need occurs for us to do that,
229 then we remove them. I don’t think we should wait for that message from the
230 vice-chair and CPARB.

231 xli. Walter: Let’s take a couple more comments and move on. We still need a second
232 co-chair and need to fulfill a public member, and we need to think about what we
233 will need for elections.

234 xlii. Santosh: I agree with the issue you raised about PRC committee members
235 crossing the line. There is similar conduct, and I will call it an organizational
236 conflict of interest. There are PRC members on the committee who go offline and
237 lobby PRC owners to get through the process. From the outside, it looks like a
238 clique. We need to provide some sort of guidance on this. A few people know this
239 stuff and have to help, I get it. But we need to maintain neutrality in conflicts of
240 interest. These folks may not be working members but are engaged in PRC.
241 Another side issue is when PRC and CPARB members lobby for a particular
242 owner, we need guidance on this; it looks like a clique and I will leave it at that.

- 243 xliii. Irene: My comment is a follow-up to the comments Linneth made. When we have
244 identified bad actors or people engaging in malpractice, do we have a process,
245 and what is our criteria? The board has the authority to fire bad actors, but do we
246 have a process for this?
- 247 xliiv. Talia: It should be brought to the PRC staff member. But I think it should be
248 brought to the chair's attention so it doesn't go to the CPARB level.
- 249 xlv. Irene: Yes, but they need to have a process. For us, when it has elevated to the
250 board, we need to have a process. It is all a part of the accountability.
- 251 xlvi. Talia: There is nothing in the bylaws except for...
- 252 xlvii. Walter: We need to go to other topics, but maybe we should review the
253 highlighted sentence.
- 254 xlviii. Irene: It says subsequently, which means after.
- 255 xlix. Walter: I don't think we have time to discuss it here. We need to look at the
256 implications. There has always been a sense that for members of PRC or
257 CPARB, being a member of the public shouldn't be perceived as a conflict of
258 interest; we need the expertise from people from different disciplines. If you have
259 reviewed a project, you are not able to bid or participate on that project.
- 260 i. Bill: Then you won't get enough people. As a contractor, I would never have
261 volunteered if that was the case. I would have been excluded from everything
262 that went to the PRC.
- 263 ii. Walter: If you had an interest in a project that you wanted to pursue, then you
264 could recuse yourself from that panel.
- 265 iii. Talia: There are members who do that.
- 266 xliii. Santosh: This is a huge topic that WSDOT is picking up; they are calling it
267 organizational conflict of interest. There is a committee that is being formed with
268 AGC, WSDOT, and ACC where a group of eight firms help with the document
269 delivery of a design-build project and then determine whether they can
270 participate in the design construction phase. We have a battle going on here.
- 271 xliiv. Janice: Bill and Walter, maybe it is the other way of looking at it. If it is a project
272 that you are intending to pursue, then recusing yourself from serving on the
273 panel, (and if we have, what, 30 members now, Talia?) if it is project-specific we
274 need six minimum, and we usually assign eight. So hopefully there are many
275 panelists that can serve on that panel. We would not end up in a place where we
276 do not have panel members. It's not that you are on a panel, therefore you
277 cannot propose; it is if you are going to be providing any kind of guidance, you
278 cannot serve on that panel.
- 279 xlv. Walter: I will make one last comment. I am on a panel, I am an architect, and I
280 know I am teaming to pursue that, so I look at the procurement and say this is a
281 bad procurement, do I vote against it? I think it goes to the fact that it influences
282 your opinion, and you decide that you don't want to be the bad person.
- 283 b. Open positions
- 284 i. Walter: Let's switch to the co-chair position. I reached out to Linneth, who I think
285 would be enormously capable, but she has other things going on and is unable to
286 do it at this time. We don't need to decide today; we can decide at our next
287 meeting. We do need to replace the public position that Bill filled, so I don't know,
288 maybe we can get Janet Jansen.
- 289 ii. Bill: Didn't she just get put on the subcontracting committee?
- 290 iii. Walter: I can't confirm. I really like her and think she is a thoughtful, collaborative
291 person. We do not need to decide today, but we need to make a nomination

292 going forward. If you want to think about it, it would nice to be have a list of a few
293 people. I can reach out to Janet to see if people are okay with that.

294 iv. Bill: Do the chair and vice-chair have to be CPARB members, or can they just be
295 a public member at large?

296 v. Walter: They do not. There is no requirement that you have to be a board
297 member to be on the committee or an officer.

298 vi. Janice: Because of the board development piece, there was thinking that it would
299 be helpful if it was someone who was or had been on CPARB, because having
300 that knowledge might be helpful.

301 vii. Walter: In most organizations the board development committee is chaired by the
302 immediate past chair because of their understanding of things. We have had one
303 succession when the vice-chair became chair, but we don't have that in place on
304 the board.

305 viii. Janice: What about Rebecca? Is she back from sabbatical and does she have
306 interest?

307 ix. Walter: No. She is back to work and her children are doing well, but I couldn't
308 imagine that she would be interested. The work she did is a lifetime's worth of
309 work.

310 x. Talia: What about Andrew Thompson?

311 xi. Walter: I think he would be busy.

312 xii. Bill: He is a private company too.

313 xiii. Walter: To be honest, I am finishing 11 years and I am CPARB'd out. We need to
314 find...

315 xiv. Janice: Olivia, you, Linneth, and I should connect to see if we can think of
316 anyone else. [AI] I believe it won't be one of the three of us because we do not
317 have bandwidth. This is a part of the succession planning that I don't think we
318 have done as well, and here we are.

319 xv. Oliva: I will support this; Janice, Linneth?

320 xvi. Linneth: I am good with this.

321 xvii. Walter: The only person we know that could not resist was Olivia. Everyone else
322 was out and she is the reverse of Michael Corleone, right? If you can take that on
323 as an assignment and report back to the committee, that would be great.

324 xviii. Walter: Now we are onto board chair and vice-chair; anyone contemplating
325 applying for this position in the May elections would be advised to recuse
326 themselves from the rest of the conversation. Does that make sense?

327 xix. Olivia: Can you summarize the next steps of the PRC?

328 xx. Walter: I suggest that the vice-chair of the board would be in the best position to
329 have a direct conversation with the chair and vice-chair of the PRC and say, "this
330 is what we are hearing, this is what the board and external stakeholders are
331 concerned about, and with our years of experience on PRC, we recommend..."
332 We don't actually get to tell them what to do, but given Janice and Bill's positions
333 and experience, it is hard to believe people wouldn't listen to Bill and Janice's
334 advice. One of us should work with Talia to figure out what we have for training
335 and what we need to put a portfolio of tools together.

336 xxi. Janice: I agree and what I would like to recommend is that when Bill and I talk to
337 the PRC chair and vice-chair, we give them the decision about whether at the
338 next board meeting in March they will deliver this message, or Bill and I will show
339 up and make the comments. I want to give them the respect to decide whether
340 they want to give their comments or not.

341 xxii. Bill: I say the latter. We oversee them and this is an oversight situation.

342 xxiii. Janice: I just want to put it out there, because I want to give people a way out
343 with dignity in the case that we point something out that they didn't see and they
344 understand and acknowledge and take the next step in explaining that to the
345 PRC. That means our message has been received and they will take those next
346 steps.

347 xxiv. Bill: Yes, I would think that we should have a conversation to get their support
348 and buy-in before we make the public statement, but we should make it.

349 xxv. Olivia: If your approach is that the two of you sit with the two of them and you
350 have that conversation, then you move forward with the outcome of the
351 conversation, I think it goes back to a point raised by Irene in that a remedy
352 needs to occur sooner than later.

353 xxvi. Janice: I agree.

354 xxvii. Janice: What I am hearing is that Bill is recommending that we have the
355 conversation with the two of them, but I will show up at the full meeting to share
356 the organizational business of conflicts of interest, code of conduct, and our
357 observations.

358 xxviii. Olivia: Yes.

359 xxix. Janice: Okay, so I am leaving.

360 xxx. Bill: Okay, I am too, have a good weekend.

361 xxxi. Walter: Thanks and bye. Where did Santosh and Irene go? Are they thinking
362 about running for board positions?

363 xxxii. Talia: No one said anything to me.

364 xxxiii. *BREAK*

365 xxxiv. Walter: The last time we did this was as a recommendation. This time we can
366 make a recommendation and request action. We asked everyone to submit a
367 letter of interest and had a format to agree upon. Last time it wasn't required that
368 they follow a format, but if we choose to use the same format, this time they
369 would have to. It asked about their interest and what their agenda was in seeking
370 the officer position. Then you file your letter of interest. That is piece number one.
371 We could go out and solicit people who we want to submit an application, or we
372 could make our own board recommendations. Piece number two is the bylaws
373 have that peculiar language stipulating that you need a majority of the board to
374 be elected to an officer position, not a majority of the people sitting in the
375 meeting. You used to need ten votes. It's not a majority of the people in the
376 meeting, it's a majority of the quorum of a full board meeting.

377 xxxv. Talia: We now have 25.

378 xxxvi. Walter: The legislature does not vote.

379 xxxvii. Talia: Right, but our membership is 25 if you count the legislative
380 representatives.

381 xxxviii. Walter: Yes, but you need thirteen votes to be elected.

382 xxxix. Olivia: No because it is 25 minus four.

383 xl. Walter: The 25 includes the legislature? You used to need 10 and now you need
384 11.

385 xli. Olivia: So of the 11, two are running? That is okay, right?

386 xlii. Walter: We need a majority of the board, not a majority of the people sitting in the
387 meeting. That was a huge problem when Bill ran against Alan. We agreed in the
388 second meeting that for whomever got a majority of the votes, even if it did not
389 represent a majority of the board, we would revote and vote the person who had
390 the majority in. That is what happened when Bill ran against me—none of us got
391 10 votes, but I had majority of the votes and when we re-ran it was unanimous.

392 The third thing, which is not written down anywhere, is when the gavel was
393 passed to me, we did it in the beginning of the election meeting, so the new chair
394 just came suddenly in mid-meeting, which was awkward. With Rebecca and I, we
395 did the election at the end of the meeting, so the new board chair joined by
396 ending the meeting.

397 xliii. Olivia: Making the new board chair very popular.

398 xliv. Walter: Right, you start with the most popular thing you could do as a chair and
399 that gave Rebecca the summer to prepare for the September board meeting.
400 Those are the three things that we have developed over time to deal with these
401 issues. Are we good with this?

402 xlv. Linneth: Is this documented in procedure?

403 xlvi. Talia: I think we have it in the bylaws.

404 xlvii. Walter: The bylaws require that we get the majority of the board. We agreed as a
405 board and voted on the fact that we would vote a second time if no one got a
406 majority of the board vote.

407 xlviii. Linneth: I was wondering if, for example, your third point when you said the new
408 chair is the one to adjourn the meeting, was that written down or will it now be
409 passed down verbally?

410 xlix. Walter: No. It was not written down; it was passed down verbally. There is
411 nothing in the bylaws that say that you vote the new chair in and they take over
412 immediately; it does not tell you what to do. It should say that when you vote the
413 chair in they become chair at the end of the meeting. We just did that by
414 handshake agreement.

415 I. Linneth: It would be nice if it was written down. I think even on the PRC a lot of
416 things were lost as things were passed down.

417 li. Walter: There are other bylaw issues—minor corrections that need to be made.

418 lii. Walter: Going back to the issue of nominating chairs and vice-chairs, do we ask
419 for applications, do we ask Janice and Bill to run again, or do we want to
420 recommend that we continue with the same chair and vice-chair?

421 liii. Irene: Can I go first? I like how we are today. Janice and Bill are open minded.
422 There is nothing wrong right now, we are just caught in the process. We had
423 untimely resignations last year. I am good with keeping them. How do we do
424 that? What I mean is not opening up elections because they have not completed
425 their term. If we are unhappy with their service, then we are not being fair.

426 liv. Olivia: I would clarify that because they filled an incomplete term, when we hold
427 the elections, they will have had their full term. I am a supporter of Janice and am
428 I am fine with Bill also. To answer your question, we know they will put their letter
429 of interest in. We leave it to them to submit a letter and we do not go out and
430 recruit anyone.

431 Iv. Linneth: I am new to CPARB. From what I have seen, I have no concerns.
432 Personally, I would like to see them complete their goals and the goals they have
433 for CPARB. I think we are on a good track, and it would be great if they could
434 continue to complete what they have started. They are in the initial phase of
435 getting everyone and going through the various phases of storming and norming.
436 I wouldn't change it.

437 Ivi. Irene: Can I add that we are in a good momentum. We don't want to be stalled
438 again. That is my opinion.

439 Ivii. Olivia: That is what we are all saying. What we do relative to recruitment is that
440 we let them turn in their letters of interest and at the May meeting we can vote. Is
441 that too simplistic?

- 442 lviii. Walter: That is fine. I am not aware of who else wants to do it. The problem may
443 be less who is electing them and more who will follow them. We could go one
444 step further and say, here is our draft application, send it to Talia as a pre-read,
445 then have the board review and approve that format. We can say, "here is what
446 we are recommending, we can vote in April as opposed to May, and here is how
447 the new officers should take office after the meeting." We could vote on that or
448 we could present all of this at the meeting.
- 449 lix. Olivia: When we developed questions that the letters should cover, not everyone
450 saw it. Linneth is new and the questions came after Santosh. Irene, did you see
451 the questions?
- 452 lx. Irene: I think I got it. It was sent a long time ago.
- 453 lxi. Olivia: Walter, it might be helpful to send those questions to the committee again,
454 but you will need to not send it to Janice and Bill.
- 455 lxii. Walter: We can send this to anyone on the committee. I will resend. Do you want
456 to go a step further and say the board committee met, and here are our three
457 recommendations, and further, the board encourages our current chair and vice-
458 chair to apply? It is not that we are recommending them, but it is a hand signal.
- 459 lxiii. Janice: The incumbents are doing a good job and we hope that they continue to
460 serve.
- 461 lxiv. Walter: Yup. We hope they will apply because they are highly qualified and are
462 doing a good job.
- 463 lxv. Irene: I think it is encouraging for them to hear that.
- 464 lxvi. Linneth: I like that approach.
- 465 lxvii. Walter: How many new members are on the board?
- 466 lxviii. Talia: A lot. We have eight new members and one returning member.
- 467 lxix. Walter: We need to figure out onboarding as soon as possible.
- 468 lxx. Irene: That is what I am thinking.
- 469 lxxi. Walter: It is 2:55 and the co-chair makes a motion to end the meeting.
- 470 lxxii. Talia: When will we meet again?
- 471 lxxiii. Walter: Thank you. I am missing two steps. We need to set the agenda and date
472 for the next meeting.
- 473 lxxiv. Olivia: If you suggest that we meet every other month, would that give Janice and
474 Bill time to talk to PRC? Maybe we could get open time to talk about that?
- 475 lxxv. Walter: That is fine. If we want to meet on Fridays, can we meet at 8am? I am
476 trying not to work on Fridays.
- 477 lxxvi. Olivia: Talia when you do the doodle poll, ask people for standing times?
- 478 lxxvii. Walter: I can do Fridays; let's just do it in the morning?
- 479 lxxviii. Oliva: I agree.
- 480 lxxix. Talia: I was restricted by Bill's calendar, but we don't have that anymore.
- 481 lxxx. Walter: That is what I was thinking.
- 482 lxxx. Olivia: We will let Talia do her magic.
- 483 lxxxii. Walter: I think it is important that we get a recruitment update. Janice is in contact
484 with boards and commissions about this. I think we have someone applying for
485 the architect's position. Are we just going to talk about member training, or will
486 someone bring something to review?
- 487 lxxxiii. Olivia: Yes Walter, but only because I said that I will do it.
- 488 **7. Next steps.**
- 489 a. Olivia, Janice, and Linneth will meet to discuss who else they would recommend apply.
490 [A]

- 491 b. Talia Baker will send out a doodle poll to gather standing meeting times for committee
492 members. [AI]
493 c. Walter will resend the application questions to the group. [AI]
494 d. Olivia will bring something to the next meeting for review when discussing member
495 training. [AI]
496 8. **Adjourn.** The meeting adjourned at 2:51pm.

DRAFT