

EXECUTIVE OFFICER SUMMARY REPORT
December 2, 2005

ITEM: 10

SUBJECT: **GOVERNING BOARD MEETING SCHEDULE FOR 2006**

The Board will consider adoption of the proposed meeting schedule for calendar year 2006. (*Deborah Jayne*)

PURPOSE: Inform Board members, and initiate dialog, about “tradeoffs” associated with preparation of Board meeting Agenda Briefing Packets. Consider and possibly adopt the proposed 2006 Meeting Schedule.

DISCUSSION: **Second Friday /Even Months**

As shown on the attached 2006 meeting schedule, I am proposing to continue our sequence of six meetings per year to be held on the second Friday of all even numbered months between 9:00 am and 11:30 am at office of the San Diego River Conservancy located at 9174 Sky Park Court, Ste. 100 in San Diego.

Regular vs. “Flexible” Format

However in an effort to optimize the use of each Board member’s time and my time, I am proposing to designate two of the six meetings as “flexible” format meetings.

Four of the six scheduled meetings will be conducted as formal Governing Board meetings or “regular” format meetings (February, April, August, and December). The remaining two meetings are designated as “flexible” format meetings (June and October). “Flexible” means that the meeting format may be altered to best address the needs of the Governing Board at that time. Depending on current needs, the flexible format could include a regular formal Board meeting; special Board meeting on a single topic; non-voting workshop; informational presentations workshop; Board advisory or subcommittee “working” meeting, etc. The specific format for the June and October meetings will be announced (and posted on the

Conservancy website) no later than ten days prior to meeting date.

Purpose of this Agenda Item and “Flexible” Formats

I am bringing this issue to your attention and requesting your input today for numerous reasons. My underlying goals are to:

1. Ensure optimal use of Board member’s and Executive Officer’s time.
2. Increase overall Conservancy and Executive Officer (EO) productivity, i.e., *get more done!*
3. Ensure six time-certain dates per year are reserved on all Board member calendars for Conservancy business (in some form).
4. Increase level of Board member engagement and provide opportunities for members to “roll up their sleeves”:
 - Increase EO/Board member communication
 - Accompany EO on strategic meetings (e.g., with Sacramento legislators)
 - Lobby for Conservancy resources
 - Write letters/make calls on behalf of Conservancy
 - Meet with Board subcommittee members.

Although intended to stimulate individual Board member engagement in Conservancy business, this item/proposed schedule is not intended *necessarily* to increase the overall time commitment of each member to the Conservancy (since the number and duration of scheduled “meetings” are unchanged but two have flexible formats).

5. Provide an opportunity to tailor the format of two meetings per year to address most important/urgent Conservancy needs; increase flexibility and range of Governing Board activities.
6. Possibly increase number of formal Board action items (for which a quorum is needed) on each agenda (for each of the four formal meetings). Possibly reduce or eliminate informational

presentations on formal meeting agendas (by moving all/most presentations to flexible format meetings or afternoon workshops). Consider lengthening the duration of the formal Board meetings (since the number may be reduced from six to four). Consider requesting all informational presentations in writing only.

7. Possibly reduce Executive Officer time spent preparing (and distributing) Board meeting Agenda Briefing Packets.
8. Stimulate Board member discussion of other recommendations to accomplish stated purposes.

It is equally important to emphasize what the goal of this item is not. This item is not intended in any way to reduce Conservancy profile, decisions, actions and accomplishments. It is intended to do just the opposite.

“Tradeoffs” and Agenda Briefing Packet Preparation

I believe it is appropriate to inform the Board of the enormous commitment of time that is required to prepare for a single Board meeting. Due to our Agency size, the single most time-intensive activity by far is the preparation (and distribution) of the Board meeting Agenda Briefing Packets.

I feel it is important for Board members to understand the magnitude of this effort so that they will also understand the “tradeoff”, i.e., the magnitude of the work that is not getting done when I am writing Agenda Briefing packets. With that information, the Board can make informed decisions about priorities and the best use of my time.

SUPPORTING
DOCUMENTS:

SDRC Governing Board Meeting Schedule for Calendar Year 2006 (*proposed*)

RECOMMENDATION:

Discuss alternatives and adopt proposed (or amended) 2006 Meeting Schedule.