

Committee Members Present:

Cynthia Mueller, Chairperson
Sarah Sims, Board Member

Dionne Flowers, Committee Member

Board Members Absent:

Paige Colbert, Committee Chair
Chris Faerber, Board Member

Staff Members Present:

Shaelene Plank, Executive Director
Kelly Head, Executive Assistant

Olivia Pruitt, Director of HR

1. Call Meeting to Order

The meeting was called to order at 4:04 pm by Cynthia Mueller, Board Chairperson

Nominating Committee**2. Board attendance/engagement**

- At last board meeting the change to Article VIII, item 4 of the Bylaws was approved: “Membership on the Board implies a willingness to attend at least two-thirds (2/3) of the regularly scheduled Board and Committee meetings with 50% of the required attendance being in person.”
- We ask that Overall, members attend 2/3 of scheduled board meetings, and 2/3 of committee meetings.
- Board attendance from 2024-2025 was reviewed with the committee.
 - We have three people on the board that did not meet the attendance requirement
- Board Engagement attendance from 2024-2025 was reviewed - we ask members to come to at least two events a year.
 - We have two board members that came to one event and one board member that came to none. Shaelene will speak to board members about the new attendance requirement.
 - A suggestion was made to send individual event email invites to the members that include reminders of where each person is at in meeting their requirements for the year.

3. Potential board/committee members

- Paige will not be renewing, as she has moved to the county.
- Shaelene had a conversation with Chris about whether or not he will renew his membership after this year, and Chris decided he will not be renewing.
- Shaelene met with a potential new member, named Catrina Adams. She works for Botanical Society of America. She is very interested in Board Membership. The next step will be to have her come to a portion of Executive committee meeting, and give her an opportunity to meet people.
- Shaelene has also had a conversation with Peter Meredith, but he has recently moved to the county. Because of that he will not be able to be a board member, but he is interested in potentially being a finance Committee member. He will come to a finance committee meeting and talk about his interest.

If one of our county people roll off the board in the future, he could possibly be a board member at that time.

- We have one additional opening since Chris will not be renewing.
 - The person has to be a city resident since we already have our two county spots filled. If anybody knows of anybody that would make a good board member, please let Shaelene know.
 - Ideally, we would like an HR Attorney, or knowledge of personnel. Especially because both Paige and Chris are on the personnel committee.
 - Sarah has a few ideas and will check into those and report back.

4. Appointment of new committee chair

- As Paige is rolling off the board, we will need to appoint a new committee chairperson.
 - Sarah is interested in being committee chair, and shared a little bit about herself and her interest.
- **Cynthia Mueller moved to approve Sarah Sims as the new committee chair. Dionne Flowers seconded. All voted in favor, none opposed. The motion to approve Sarah as new committee chair was approved.**

5. Slate of Officers – **Action Needed**

- This committee will vote on the slate of officers for the Board, then take the selection to the full board meeting in September and then those officer positions are good for another year starting in October.
- All current officers are willing to stay in their current positions:
 - Chair – Cindy Mueller
 - Vice Chair – Bill Siedhoff
 - Treasurer – Pat Brennan
 - Secretary - Nina Murphy
- **Cynthia Mueller moved to approve the slate of officers. Dionne Flowers seconded the motion. All voted in favor. None opposed. The motion to approve the slate of officers and present to the board in September was approved.**

Personnel Committee

6. Accessibility checklist/survey

- The annual accessibility checklist is completed once a year to look at different accessibility issues. The checklist is then used to write the plan for the year. Paraquad, an outside agency, came in this year and did an accessibility walk-through. The results were shared with the committee.
- Shaelene then shared what the 2026 accessibility plan will look like using the 2025 version as an example.
- **Dionne Flowers moved to approve the accessibility checklist that was shared with the committee. Sarah Sims seconded the motion. All voted in favor. None opposed. The accessibility checklist was approved.**

7. Employee satisfaction survey

- Olivia shared an overview of the data from the Employee Satisfaction survey with the committee.

8. Upcoming ED performance evaluation

- The ED Performance Evaluation process will be started in September

- DDR Leadership will start their evaluations first, and Olivia will then send it out to board members the Monday after the board meeting.

9. Call for motion to adjourn

- **Dionne Flowers moved to adjourn the meeting. Cindy Mueller seconded the motion. All in favor. None opposed. The meeting was adjourned at 5:17 pm.**



Nina North Murphy, Secretary

09/25/2025

Date Approved