

**Serve Idaho Executive Committee Meeting Minutes**  
**Thursday January 14, 2021**  
**1 – 2 PM (MST)**

Meeting Called to Order: 1:00pm

In attendance:

- ~~— Amy Little~~
- Amy Busch
- Colleen Clark
- Hillary Blackstone
- ~~— Kayeloni Scott~~
- Kimber Russell
- Kim Empey
- Kristen Tracy
- Kristi Keeler
- Kristyn Carr
- Renee Bade

Motion to Approve Executive Committee Meeting Agenda:

Motion: Colleen Clark

Second: Hillary Blackstone

Motion carried.

Motion to Approve September 8, 2020 Executive Committee Meeting Minutes:

Motion: Colleen Clark

Second: Kristi Keeler

Motion carried.

Motion to Approve January 21, 2021 Commission Meeting Agenda:

Motion: Hillary Blackstone

Second: Kristen Tracy

Motion carried.

Hopes for 2021

- Chair Kimber Russell is finishing out her second year and is hoping to get back to core initiatives and getting more work done in 2021. 2020 was difficult to get traction, so this is the time to kick out excuses and support the programs & staff.
- Colleen Clark shared that she is excited for upcoming changes and seeing how the conferences and partnership with Idaho Nonprofit Center will continue to evolve.
- Kristi Keeler is looking forward to chairing the Governance Committee and working with the mentors
- Hillary Blackstone shared that she is excited to learn from everyone and get to be able to be more involved.
- Kristen Tracy shared that she is excited as Program Committee Chair to see the growth within the commission and within the AmeriCorps program.

- Renee Bade shared that the commission had a lot of great growth in 2020 in working with Amy Busch in member placement and different pilot projects. She is excited about more commissioner engagement in 2021.
- Amy Busch said that she is really looking forward to working with staff and commission and seeing the work with committees move forward. 2020 has allowed us to dig in and find out where we can better strategically plan, so 2021 will be a great year to utilize the things that we have learned.
- Kimber shared that she is grateful for the commission staff and the partnerships they have forged. Looking forward to bringing on a new Project Coordinator this year as well.

#### Committee Chair Roles & Responsibilities

- In the past, staff has taken responsibility in developing agendas, scheduling, etc. for committee meetings, but this year we would like to put that accountability back on commissioners and committee chairs.
- Have committee meetings at least once every other month to help with engagement.
  - Committee chairs will schedule, develop agenda, etc.
    - Meetings don't follow Open Meeting laws, so they don't need to be recorded, but can use Serve Idaho Zoom account to hold the meetings.
  - Renee is still available to help facilitate Doodle Polls, etc.
  - Please include Kimber on meeting invites so she can attend when possible.
  - Staff will still be assigned to committees for meeting attendance & input.
    - Program Committee: Kim & Heather
    - Outreach Committee: New Project Coordinator
    - Governance Committee: Renee

#### Strategic Plan Goals for 2021

- Operational Dashboard for State Service Plan
  - Shows who is assigned to each initiatives and a snapshot of where each committee is at.
  - Notes for ad hoc committees can also be added. This is a living document.
  - Review before January Commission meeting and Committee meetings to develop goals and hopes. Work with your committee to develop these goals for 2021.
    - If you have a new committee goal that isn't listed, it can be added!
- Looking at possibility of starting up an ad-hoc Strategic Plan committee. This will be discussed at the commission meeting next week.
  - If you have the capacity, please participate! If you can't participate, ask if a committee member can participate to have good representation.
  - Colleen shared that this is the committee that creates input for the strategic plan for the commission for the next 3 years. It's a great experience and a good one to be involved with!

#### Additional Items

- Renee gave an update that Kirstin's position just closed. There were 48 applicants! The first round of interviews will start on Tuesday. Goal is to have a new staff member on by mid-February.
- Renee also shared that commissioner appointment interest is going very well & thanked everyone for sharing among your networks.

- Renee shared that a press release for formula funding has gone out. The news has been very interested, which has been a very positive experience.
- Colleen expressed concern about new commissioners coming on board without being able to be together in person, and would like to see if an ad-hoc committee could develop an activity for commission meeting to be able to get to know everyone a little better in this virtual environment.
  - Kimber asked if we wanted to have Executive Committee execute this or if we want to do it as an ad-hoc committee?
    - Colleen reminded that Executive Committee meetings need to have agendas posted and recorded. She also volunteered to chair the ad-hoc committee.
- Kristen asked for a list of people on her committee.
  - Renee will send a breakout of each committee to the group.

Motion to form an Ad-Hoc Committee for Zoom Party Planning for Spring Commission Meeting.

Motion: Colleen Clark

Second: Hillary Blackstone

Motion carries & will be passed on to full commission for a vote at 1/21/21 commission meeting.

Motion to Adjourn the Meeting: Kristen Tracy

Second: Kristi Keeler

Meeting Adjourned at: 1:40pm

Minutes submitted by: Kim Empey