CoC Charter Review Work Group
11/30/23, 8:30-10:30 via Zoom
Meeting Minutes
Prepared by: Nicole Stewart

In attendance: Eric Braun (Chair), Wanda Hunter, John Niffenegger, Nicole Stewart, Johnnie Thomas
Absent/Excused: Kathy Johnson

Agenda:
The Work Group approved the minutes from the last meeting: John made the motion, Johnnie seconded; the motion carried. Nicole will send the minutes to our Collaborative Applicant so they can be uploaded to the CoC website.

The Work Group reviewed the two survey submissions we received – one from Council Member Corey Branch and one from Stephen Gruver, CoC Chair.

The Work Group then began to review the first three sections from the "Creating an Effective Governance Charter." In addition, the group used the Charlotte CoC Charter as a template.

The following captures both conversational points as well as consensus points for each of the sections we reviewed from the "Creating an Effective Governance Charter" document.

I. Establish & Recruit Membership
Committee Conversation:
1. Anyone living and/or doing work in Wake County should be able to apply to be a member (the Board should be smaller and administrate the work of the membership).
2. Collaborative Applicant should look to update individual's membership annually and see if they'd like to be involved in deeper ways – joining a committee, etc.. We should not ask members to apply to renew.
3. We want to include an ideal list of membership (like Charlotte does) that helps us make sure we have a diverse and inclusive body.
4. Voting – don't require a quorum or attendance record.
5. Voting – majority of people present at the meeting et to vote.
6. Voting – needs to be able to have a simple process that's transparent and reported immediately (not the next day).
7. Voting – should take quorum and attendance into consideration – comes back to accountability. We should be looking at opportunities and challenges and how to address them – what are barriers that cause you not to attend.
8. Currently have 50 org members – concerns about org vs individual members.
9. We need to be more inclusive and engaging of current membership – sending a poll to see when the best day/time is to meet, what they need to be able to attend (childcare, transportation, meals, etc.), if we need hybrid meetings.
10. We like Charlotte's language on voting – all member orgs have one vote (government agencies could designate more than one member from diff departments – ex: County Housing vs Sheriff), all individual members have one vote.
11. Individual member = any individual who does not work for or represent an agency/organization.

12. An organization gets one vote; if your organization voted then you, as an individual, don't get a vote.
13. Our overall goal is representation and participation – then we may be overthinking this; if person works for City but works in Clerk's office then they should be allowed to be an individual member and vote. Trust City and County enough to know that they won't tell folks how to vote outside their department.
14. If we find that individuals are abusing system, then we'll handle at that time. We should not be governing based on worst-case scenario.
15. We should consider an annual orientation and training around the charter, membership, voting (this would be considered one of our membership meetings). Need to clearly lay out what it means to be an organizational vs individual member.
16. May want to send a letter to new members about how voting works, etc.
17. In the application for membership – we should make it crystal clear that you are either applying for membership on behalf of an organization or yourself, as an individual.

Consensus:
-Want a broad membership base.
-Want a simplified application form, that includes clarity around applying as an organization or individual.
-Collaborative Applicant will reach out annually to make sure an individual wants to renew/see if they are interested in serving on a committee.
-Define membership as: Organizations and unaffiliated individuals residing or working within Wake County may be members of the CoC. The Wake County CoC will actively recruit for a broad and inclusive membership including, but not limited to: (bulleted list): persons with lived experience of homelessness, nonprofit homeless assistance providers, victim service providers, faith-based organizations working to reduce homelessness, local governments, businesses, funders, advocates, public housing agencies, school districts, social service providers, mental health and substance use agencies, healthcare providers, universities, affordable housing developers, landlords, and criminal justice providers.
    -*Also review Membership list from Sonoma County to see if there are additional categories we want to include.*
-Voting: an organization gets one vote, an individual gets one vote.
-Voting: need to make clear that an individual is only getting one vote – as a representative of their organization (which only gets one vote) or as an individual.

II. **Meetings**
   Committee Conversation:
   1. Minimum of 4 times a year.
   2. Minimum of 2 times a year. This is a minimum set in our charter. We shouldn't set a minimum we may not be able to meet in the future, if meetings are for voting.
   3. Trainings can be included as meetings.
   4. We're in a unique place right now where we need to be rebuilding so we need to be meeting more often than twice a year; as the charter is reviewed annually we could then adjust our required meeting number down.
   5. Need better communication to and with our membership.
   6. Could do twice a year with language that special/additional meetings could be called.
   7. Quarterly meetings necessary to keep an engaged membership; newsletters get glossed over; if we don't keep folks engaged, then they won't see a reason to be engaged.

8. If want the future of the CoC membership to be an engaged and educated body, than quarterly meetings make more sense – using meetings for votes, trainings, education moments.

Consensus:
-Minimum is quarterly meetings.
-Board has discretion to call additional meetings.
-Meetings will be announced at least 10 calendar days in advance – at a minimum posted on the website and sent out to current membership.

III. **Board Membership**
Committee Conversation:
1. Charlotte's list is a good starting place…
2. Want more specificity; but not too specific that we pigeonhole ourselves and end up not being able to fill a seat.
3. Could use buckets (3-4 categories of folks) that include broader categories.
4. Don't want a majority of service providers on the Board (like is currently); there's a desire for a broader diversity of leaders from across our community.
5. Current charters numbers may be ok: no more than 22 members, no fewer than 15, all of whom will have one vote.
6. Terms – Need staggered terms; two-year terms, can serve three terms then term-limited (serving a total of 6 years).
7. Need a set time when Board/Membership (?) will vote on next year's Board membership.
8. Terms should start in January.
9. We'll need to recommend to the current Board how to do this initially. We should already have some staggering since the March 2023 amendment around adding staggered terms.
10. We should add expiration terms to CoC Board list on website.
11. Need some definitions around Chair, Vice Chair, and Secretary roles. Would expect Secretary could designate the Collaborative Applicant to act as record keeper.
12. Voting – need to have quorum and attendance records.
13. Voting is one person, one vote.

Consensus:
-Current size is ok – no more than 22, no fewer than 15; all of whom will have 1 vote
-Terms – need staggered terms; two-year terms, can serve three terms then term-limited (serving a total of 6 years).
-Need timeline of when votes happen and terms begin.
-Need some definitions around Chair, Vice Chair, and Secretary roles. Would expect Secretary could designate the Collaborative Applicant to act as record keeper.
-Voting – need to have quorum and attendance records.
-Voting is one person, one vote.

To Do:
- Nicole will draft what our Board Membership "buckets" and "categories" list. She'll share with Wanda for her review before the next meeting.

- John will review what our current Board terms are so we can make recommendation to the Board on how to do next elections.
- John will take first draft at incorporating these changes, using the Charlotte CoC Charter as our starting template.

Next meeting:
- Tuesday, December 12, 8:30-10:30am via Zoom.
- We'll review what John's draft and any outstanding items from what we discussed today.
- We'll review the next 3 items of the "Creating an Effective Governance Charter" document.