

**ForeverGreen Trails Board Meeting
Tacoma Nature Center
Meeting Notes for December 13, 2017**

In Attendance: Chris Beale (President), Brianna Charbonnel, Mary Dodsworth, Alan Carter Mortimer (Secretary), Bob Myrick, Heather Rawley (Project and Communications Coordinator), Terry Reid (Vice President), George Walk (Treasurer)

Guests:

President Chris Beale called the meeting to order at 12 pm.

Introductions

Review and Approve Minutes - Quorum not available so November minutes were not approved.

Financial Update - Jane Moore was not in attendance so Heather and Chris gave some quick updates. The account through US Bank has been closed. The bank closed the account so we are in the process of getting a new bank to handle ForeverGreen financial business.

Program Coordinator Report – Heather has been working on updating and refreshing the web page for ForeverGreen. She is also working on improving branding for ForeverGreen Trails. She is in the process of designing an online application for new board members. First draft was presented to board members. Some suggestions were made by board members, and Heather will do an update to the application.

Reports & Discussion – Board members reviewed documents related to new board member recruitment. Terry presented each of the four documents, Board Member Criteria/Qualifications, Board Member Duties, Board Member Job Description and Board Member Selection Process. Board members made suggestions for changes in the documents, and Terry will incorporate these suggestions into another draft of these documents. They will then be presented to the board for approval. Highlighted suggested changes included combining the Legal Duties and Responsibilities sections of the Board Member Duties document into a single category of responsibilities and altering some of the language around the three duties, care, loyalty and obedience. It was also suggested that some type of financial commitment from board members be included in the responsibilities section. In the job description document it was suggested that under the heading of Relationship to Staff that the executive committee provide guidance to the staff rather than the entire board. In the Selection document it is suggested that potential board members be invited to attend board meeting(s) as a guest as part of the selection process. The changes discussed to these documents should be ready for review by the January meeting. As outlined above Heather has been working on the online board member application.

Chris adjourned the meeting at 1:30 pm.