

CAMConnect  
Executive Committee Meeting  
Thursday, July 6, 2006

Present: Jeff Brenner, Sean Brown, Hilary Colbert, Chris DiCarlo, John Hart, Lauren Hill, Joe Myers, and Derek Ziegler

1. Review of June minutes and April Board minutes
  - a. April minutes were not voted on; June minutes have not been submitted
2. Executive Director's update
  - a. Ford Foundation has responded indicating they are reorganizing, Derek will follow-up with program officer
  - b. County Health Needs Assessment, Hilary indicated that Dr. Cho, Dr. West, and MPA students are examining the information, students are writing portions about of the data for school projects; there has been no response regarding the proposal as yet, the deadline is August 31, 2006, unsure whether this date is firm
  - c. Legal Checkup for Nonprofits – Derek attended this event sponsored by the Pro Bono Partnership and was told that CAMConnect is in good shape regarding compliance with bylaws, not having a stagnant board, etc. Derek will follow up with the Pro Bono /Partnership to clarify some questions regarding CAMConnect and its relationship with Cooper as fiscal agent, free consultation was offered
  - d. Reminder regarding the Board Meeting date change to Friday, July 21<sup>st</sup> from 9 A – 10:30 AM, followed by the Member Meeting at 10:30 AM – 12:00 PM
  - e. Camden Health Data Committee – Jeff reported that the health database is now able to produce reports; CAMConnect needs to consider options for managing health data component. We could create a new member category, would like to maintain health data under CAMConnect, we could have a sub-committee dedicated to health data; we need to ensure confidentiality of information, provide safe guards for data such as our current policy for data secured behind locked doors and cabinets, only one copy on a storage device, etc.; researchers who want to publish data must be screened via written procedures put in place by CAMConnect/health sub-committee; the sub-committee could meet once per month, and report back to the larger group; the function of the health committee would be to serve Derek's needs; John asked what are the roles of the Executive Committee and Board? To ensure that the sub-committee exists under the mission of CAMconnect, serves Derek's needs, provide oversight, ensure balanced access to resources among all areas and functions of the organization; cost criteria needs to established to determine a cost range or fee structure based on individual and institutional members, cost should be greater than our highest membership of \$500, maybe a couple of thousand dollars; Hilary reminded that the sub-committee must provide regular

updates to the Board; Jeff stated that there are currently enough people to invite to participate in the sub-committee, it is highly likely that John will participate in some capacity; What exactly does publicly accessible mean in the draft document for health data sub-committee, It emphasizes that the Executive Committee and Board must monitor to ensure that information is not too technical to be understood; Executive Committee and Data Committee should be the watchdogs of output and final products; Jeff indicated that we could request a one page summary of the data, Hilary indicated that the sub-committee should incorporate the CAMConnect mission into its mission statement. Jeff offered motion to authorize creating health data sub-committee, John seconded, all in favor.

3. Contract with Education Law Center

- a. Derek indicated that he received a contract proposal from Education Law Center to provide data support to its Camden Initiative; Derek indicated that there were questions to clarify concerning branding of products, ownership, and the like, before signing the document; the Executive Committee authorized Derek to finalize the details of the contract that modified language regarding branding, ownership, access, etc.; the contract is based on the existing hourly rate of \$50., Jeff suggested that we consider reviewing the rate for possible increase at the end of the year; Joe offered a motion for Derek to finalize the details of the contract proposal with ELC, John seconded, Lauren abstained, all other members in favor.

4. Budget update

- a. Derek indicated that the organization is doing ok, we have not yet begun to use the WRJ grant, ELC contract not included in the budget provided, Annie E. Casey indicated a discrepancy regarding eligible matching funds, Derek will meet with Jeff, Hilary, Cooper before report is due at the end of July in order to prepare a response.

5. Planning for Board and Members Meeting

- a. Meeting date Friday, July 21<sup>st</sup>
- b. We have been experiencing low meeting attendance, Chris indicated that it is important to provide things for people to do; recruit the right people; match expectations up front; indicate the importance of the organization
- c. John asked What's a good meeting? Where there's food, a large room, a presentation on a hot topic, outreach that include personal contact, other member organization provide presentations

6. Other business

- a. The EC discussed the concept of our current structure and whether modification might be appropriate. Specifically,

Option 1. Keep existing arrangement with Board meeting quarterly and EC meeting monthly. More efforts would be made to engage the Board, including use of the newly-developed Board Member Responsibilities.

Pros: Would not require bylaws change; potential to allow for different levels of engagement so people who can't make a monthly meeting will still have some say in the direction of the organization

Cons: Unclear relationship of larger Board to EC; problems with roles and engagement level of Board members; Board members have other commitments and may be more interested in outcomes of CAMConnect rather than governance.

Option 2. Convert Board to Advisory Board meeting quarterly; EC becomes governing Board

Pros: Allows for larger group of people to have input, codifies existing de facto arrangement of CAMConnect governance; possible training for EC members

Cons: Unclear what would be accomplished at Advisory Board meetings and what exact role of Advisory Board would be (don't want to waste people's time with more meetings). Would require bylaws change.

Option 3. EC becomes Board, have more Members Meetings to present data and discuss larger organizational issues. Possible expansion of EC by several members

Pros: Meetings are more related to why people join the organization (to promote data sharing); more simplified structure; fewer meetings

Cons: More work for ED to develop programs / data for Members Meetings; requires bylaws change; smaller group of leadership may not reflect same diversity of opinions, potential to alienate long-term backers of organization; no intermediate development of EC members

At the meeting, the consensus of the 6 EC members present was to move toward Option 3. However, we were very interested in getting the input of the whole EC and in talking further with the Board. Our Governance Chair (Chris DiCarlo) is resigning because he took a new job in South Carolina, so we will need to form a small committee to develop any necessary bylaws changes. Hilary stated that she will contact Jean to ask if she would serve the balance of Chris' team. Confirmation will be provided to the EC.

- b. Sean is back at work, continuing to mend. Sean has been working on developing Camden Facts, easy to read pertinent information regarding Camden. Sample documents were shared with the EC; John indicated that legends must be included that identify the data sources; Jeff indicated that when appropriate color copies should be presented.

Please mark your calendar for Friday, July 21<sup>st</sup> 9 – 10:30 am Board Meeting  
10:30 – 12 pm Members Meeting

CAMC 7.6.06