



**Board Development Committee Minutes  
October 1, 2024 6-7pm**

Attended: Dawn Penson (Chair), Nelisha Barron, Daquetta Jones (CEO)  
Excused: Kristen Bilello

Overarching Objectives: Set Onboarding Training date for incoming Board of Directors; review Vera House Letter of Commitment; review Board Composition Matrix; 2025 Officer elections.

**Roles:**

- a. Notetaker: Dawn Penson
  - b. Scheduler: (Daquetta Jones)
  - c. Reporter: Dawn Penson
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1. Long-term goals:
    - a. Identify and recruit necessary board diversity and skillsets for 2025 expansion.
    - b. Identify knowledgeable and skilled Treasurer.
    - c. Hold continuous Board Development trainings to strengthen board.
    - d. Rebuild and strengthen committees
  
  2. Short term goals (within two months):
    - a. Officer nominations and Director term renewals.
    - b. Onboard new Board of Directors.
    - c. Recruit and interview additional prospects.
    - d. Have board complete Board Composition Matrix
  
  3. Action Items:
    - a. Dawn will send email out to board regarding Officer elections and nominations. All positions are available where persons currently are completing the previous person's term. All current Officers will be renominated to same positions. Open seats include 2<sup>nd</sup> Vice-President and Treasurer. Recommended

terms are three years in accordance to updated by-laws that will be voted on at November's meeting.

- b. Dawn's term ends 12/31/24 and she will be renewing for additional three years—term ending 12/31/27.
- c. The committee set date for incoming board members onboarding training for Tuesday, November 12 6-7pm on Zoom. Dawn will confirm date via email. DocuSigns will be sent by CHRO Karen B. within two weeks.
- d. Dawn will ask Kristen to update Board Composition Matrix and put in a Google form for BOD to access and complete.

4. Discussion:

- a. Dawn will need to step down as Board Development Chair in near future. It is not best practice for the board president to serve as committee chair since they perform other duties. With this being said, she is open to someone stepping up into this leadership role and will help them be successful.

5. Items requiring Board Approval/discussion:

- a. Officer nominations (terms 1/1/25-12/31/27):
  - President: Dawn Penson
  - First Vice-President: Kamesha Graves
  - Second Vice-President:
  - Secretary: Sandra Russell
  - Treasurer
- b. Term Renewals (1/1/25-12/31/27):
  - Dawn Penson

Vera House, Inc. prevents, responds to and partners to end domestic and sexual violence and other forms of abuse.