



**MINNESOTA STATE**  
Board of Trustees

**AGENDA ITEM SUMMARY**

**NAME:** Executive Committee

**DATE:** October 4, 2023

**TITLE:** Board retreat follow-up and next steps

Action

Review and Discussion

*This item is required by policy*

**PRESENTERS**

Kari Campbell, Executive Director

**PURPOSE**

The annual board retreat held on September 19-20 included a training session to discuss board effectiveness which yielded several strategies for increasing board effectiveness. The committee will review and consider a summary of potential changes and a proposed Executive Committee work plan for continuing this work.

**BACKGROUND INFORMATION**

Several themes emerged during board training as strategies for increasing board effectiveness, including:

- adjust board meeting practices to minimize presentation time and increase discussion time to support focus on priority topics.
- establish clear priorities that receive regular updates and discussion at every meeting.
- enhance engagement with internal and external stakeholders.
- ensure communication practices provide trustees with important, timely and focused information.
- enhance board development including new member orientation, trustee engagement, and ongoing training for all trustees.
- utilize the board's Executive Committee to review and refine governance practices and structures and prioritize board effectiveness as an over-arching mission.

Additionally, post-retreat feedback reinforced the above themes particularly the need to ensure that board and committee meetings focus on priority topics and include engaged discussions that yield productive feedback. To that end, the following adjustments will be put in place starting with October board and committee meetings:

- Pre-read materials provide context, necessary detail, and questions for trustee

consideration.

- Slide decks are visual support only.
- Meetings include ample, focused discussion time combined with brief, succinct and summative presentations.

A proposed outline for the Executive Committee's FY2024 work is included below for review, discussion, and enhancement. This proposal prioritizes improvements identified during board training which support the end goal of optimized board effectiveness.

- Review board and committee workplans and meeting agendas to ensure focus on priority topics.
- Review post-meeting feedback and suggest actions for continuous improvement of board meeting practices.
- Develop plan for board and trustee training opportunities.
- Review and refine new trustee orientation process.
- Review and refine governance documents.
- Review committee structure and roles.