

Notes from 7/21/04 DREAM Board Meeting

Members present: Lisa Christie, Brianna Dusseault, Michael Foote, Ed Willenbaker

Meeting location: Camp DREAM in Fletcher, VT.

Meeting Notes

The meeting began with a personalized tour by Mike of the camp land, including the future leech fields, the amphitheater, and the waterfront.

1. Review of ED and Camp Reports
 - a. Discussion included the dissolution of the Templeton housing community and displaced DREAM families; Dartmouth will end formal relationships with former Templeton families and work with the families who currently reside in the Northwoods housing community (which was formerly Templeton Place).
2. Revision of the Mission Statement
 - a. Parents are concerned with wording in the mission statement that states DREAM empowers children “from disadvantaged circumstances.”
 - b. The Board reviewed three options for DREAM’s mission and voted to change its wording from “disadvantaged circumstances” to “affordable housing neighborhoods.” This revision results in a mission statement as follows. *“DREAM builds communities of families and college students that empower children from affordable housing neighborhoods to recognize their options, make informed decisions, and achieve their dreams.”*
3. Discussion of Executive Director (ED) Recruitment Process
 - a. Because the spring AD recruitment did not lead the Board to an appropriate candidate for the position, the Board discussed plans for how and when to recruit for the ED position, which will be filled next fall. (The start date and hire date is flexible, as Mike and Jon Potter have a flexible time frame for stepping out of their positions.)
 - b. The process for recruiting is as follows
 - *For internal candidates:* Survey current/alumni DREAMers for who the Board may want to contact regarding the position. Board members will send a job description to people they think would be strong candidates for the position.
 - *For external candidates:* Revise and post job description online, Screeners (Lisa, Mike, Jon) will eliminate underqualified applications, Lisa will interview remaining applicants over the phone, and the board will conduct rolling interviews for eligible candidates at upcoming board meetings.

- *Timeframe:* The position should ideally be filled by April/May 2005. Board members will contact internal candidates by September. The job position will be publicly posted in September.
 - c. The board also recognized the need to keep in mind who will fill the Program Director (PD) position, as this person will need to work intimately with the ED. If DREAM decides to hire the PD internally, the new PD should be included in the ED recruitment process to ensure a good fit.
4. Board Meeting Evaluations
- a. Board members filled out the End-of-Meeting evaluation forms provided by Lisa in the last meeting and gave feedback. Lisa will distribute forms at the end of each Board meeting and compile the results.
 - b. All board members will fill out the annual agenda evaluation one week prior to the next board meeting and send the form to Lisa.
5. Executive Director Evaluation
- a. Mike will email a draft of the ED evaluation form, which will be used to review Jon's performance. Board members will give feedback on the structure of the evaluation (not the content).
6. Ends
- a. The Board decided to use its Ends policy at the upcoming annual board meeting to structure its evaluation of the organization's performance over the past year.
7. Board Membership
- a. Drew Sheriff will be leaving the board to pursue a business degree in Chicago. He will remain involved in DREAM in an advisory role.
 - b. The Board continues its never-ending pursuit of recruiting qualified individuals to join its ranks. Possibilities and board members' responsibilities are below.
 - Crispin White – Head of Community Service at Castleton (Ed will contact)
 - Mathew Dunn (Lisa will discuss any contacts he may have when she sees him in August)
 - Sarah Siegel – DREAM alum (Bree will contact)
 - Mike Smith – Health and Human Services (Ed will discuss any connections he may have)
8. NEXT MEETING
- a. Sunday, September 19, 2004, in Boston, from 10:00 a.m. to 1:00 p.m. Specific location TBA. Bree will provide lunch.

To-Do List and New Responsibilities

- **Mike** will revise and distribute (via email) the most current ED job description by end of August.
- **Mike** will email a draft of the ED Evaluation form; board members will reply with feedback on the structure of the form.
- **Jon, Mike, Lisa** will screen ED applications
- **Lisa** will make follow-up phone calls to worthy applications
- **Ed** will contact Crispin White and Mike Smith re: board membership and connections
- **Lisa** will contact Mathew Dunn re: Board membership connections
- **Bree** will contact Sarah Siegel re: Board membership
- **All board members** will contact internal candidates regarding the ED position in September.
- **All board members** will fill out the annual agenda evaluation one week prior to the next board meeting and send the form to Lisa.