

**GOVERNOR'S WORKFORCE BOARD RI
BOARD DEVELOPMENT COMMITTEE
DECEMBER 14, 2010**

MEETING MINUTES

Members Present: Sharon Moylan, Pheamo Witcher, Sandra Powell
Members Absent: Robert Nangle
Staff Present: Lisa D'Agostino, Nancy Olson, Laura Hart, Maureen Mooney
Location: RI Department of Labor & Training, Cranston, RI

Chair Moylan called the meeting to order at 8:40 a.m. and welcomed everyone.

A motion was entered to approve the minutes of the December 14, 2010 Board Development Committee meeting.

VOTE: P. Witcher moved to approve, seconded by S. Powell. All approved.

GWB 2011 Annual Meeting Update

Chair Moylan asked if there were updates on planning items for the annual meeting. N. Olson reported that information on the speaking fee for Alan Beaulieu was obtained and that an honorarium of \$10,000 for a 3-4 hour speaking engagement is required. She noted that all travel expenses must be paid. A. Beaulieu is an economist and a principal of the Institute for Trend Research where he serves as President. N. Olson reported that information on the speaking fees for Paul Harrington, an economist from Northeastern University will be forthcoming.

There was a discussion on previous GWB annual meetings and the effectiveness of a speaker versus a video or presentation. It was suggested that due to the current economic climate and state budget restrictions, that it may not be prudent to make an investment in obtaining a speaker. It was suggested that a video is an investment and could be used for additional marketing purposes. The procurement process for a video was mentioned and L. D'Agostino indicated that an interagency transfer with existing resources of CCRI or URI might be possible and that costs should be identified.

Chair Moylan asked for ideas on the theme and presentation for the annual meeting. There was a discussion of topics that could be included such as industry partnerships, career pathways, the priorities of the GWB and objectives of the strategic plan. It was suggested that a focus could be on the continuum of GWB priorities relating to "Today's Vision... Tomorrow's Opportunity" and on the successes. It was noted that a powerful and consistent message be presented at the annual meeting. This message should portray how lives have changed or been improved and should be unique to the GWB.

Board Member Retreat

Chair Moylan asked for an update on the board retreat and of the timetable for this event. L. D'Agostino indicated that the retreat would be in late February or early March. She mentioned that the retreat would be facilitated by a consultant, which could be the

same consultant used to facilitate a meeting of the strategic planning steering committee. L. D'Agostino noted that she needed to do more research on the consultant and the specific retreat topics.

Board Resource Guide

Chair Moylan asked for an update on the board resource guide. The list of topics to be included in the binder was reviewed:

- Key Stakeholders list
- List of acronyms and the meanings
- Overview of the priorities of the board
- Stumbling blocks that board members have encountered
- By-laws
- Board background information
- Ethics information and recusal forms
- Voting responsibilities and conflicts
- Board membership and committee assignments
- Vacant board positions
- Board eligibility for comprehensive workforce training grants
- HRIC and SWIO information and distinctions

2011 Meeting Schedule

Chair Moylan asked committee members to review their calendars for possible meeting dates for 2011. It was decided that the next 2 meetings be scheduled to work on items relating to the board retreat and annual meeting. Two dates were suggested: Thursday, January 27th and Tuesday, February 22nd. M. Mooney will check with R. Nangle to see if he is available on these dates.

Adjournment

With no further business, a motion was made to adjourn the meeting.

VOTE: P. Witcher moved to approve, seconded by S. Powell. All approved.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Maureen Mooney