

**ATTACHMENT 1**

<b>A G E N D A</b> <b>Wider Horizons Board of Directors</b> <b>Monday, February 5, 2023</b>		<b>10:30 am – 1:00 pm</b>  <b>Zoom: <a href="http://tinyurl.com/kdhhcj7b">http://tinyurl.com/kdhhcj7b</a></b>	
<b>AGENDA</b>		<b>Facilitator: Debbie Ward</b>	
<b>Time</b>	<b>Item</b>	<b>Presenter</b>	<b>Outcome</b>
10:30	President's Report	Nancy Hooyman	Grounding & inspiration
10:40	<b>Consent Agenda</b> [need motion to accept all of these without discussion]: <ul style="list-style-type: none"> <li>• Agenda (Att. 1)</li> <li>• Minutes (Att. 2)</li> <li>• Executive Director's Report (Att. 3)</li> </ul>	Mailed in advance	A member may request an item be moved from the consent agenda. That item may then be considered at once or at the end of the meeting, at the President's discretion.
10:45	Review Board Norms and Secret Sauce in light of suggested changes (Atts. 4a – 4c)	Jeanne Marie	Determine what needs to be added to our Norms and Secret Sauce
11:15	Review new social work resources and provide input to the Executive Director regarding how to increase member use of these services when needed (Att. 5)	Denise Klein	ED has ideas from the Board to help assure social work services are used by members who need them
11:45	<b>B R E A K</b>		We have the strength to go on.
12:00	Announce Retreat Planning Task Force and Board members who will serve.	Nancy Hooyman	Board members understand the plans for our April Board Retreat
12:10	Update on Website Evaluation Task Force (Att. 6)	Val Costa	Board members understand the approach being taken to the website evaluation
12:20	Member Input	All	
12:30	New Business	Debbie	

**Invited:** Susan Adler, Valerie Costa, Joe Garcia, Audrey Hansen, Nancy Hooyman, Denise Lishner, Barbara Oswald, Nancy Robb, John Rochford, Jeanne Marie Thomas, Debbie Ward; **Facilitator:** Debbie Ward; **Staff:** Denise Klein

**Next Meeting: Monday, March 11, 2024 - 10:30 am at the Memory Hub**

**Attachment 2**

**D R A F T Minutes**  
**Wider Horizons Board of Directors**  
**Facilitator: Debbie Ward**

**Monday, January 8, 2024**  
**10:30 am – 1:00 pm**

**President’s Report, Nancy Hooyman**

Nancy talked about a new year, with new possibilities and new goals. She added that her book has been submitted! I deleted this as it just felt stuck in there without context! She noted the difference between hope, which is focused on actions, and optimism, which is the belief that things will work out. Nancy next cited two recent articles: one by Richard Morgan of the *NY Times* and one by local aging expert Rebecca Crichton, the Director of the NW Center for Creative Aging. The former featured a 90-year-old encouraging older people to “just try” rather than sitting around: “Age is just another bother attempting to convince you of the impossible in a world absolutely blooming with possibilities.” In the latter, Rebecca put forward the idea that (per psychologist Martin Seligman) “the most important measure for how we manage life’s uncertainties is how hopeful we are.” Rebecca asks: “What would adding a big dose of Hope to your life mean? How would it look? What would you do differently?” Nancy concluded by noting that she is hopeful about the Board’s capacity to address several strategic issues and Goal 3, and asking, “what does hope mean for us as a Board and for us as individuals?”

**Consent Agenda**

The consent agenda was adopted unanimously.

**All-Member Discussion Wrap-Up, Jeanne Marie**

There was a robust discussion from which consensus emerged that we should make sure our members are comfortable and not offended by inflammatory or partisan discussions.. This means that the Monday Memo and the all-member listserv should reflect this practice. Denise Klein should write up that sentiment as a statement of practice and send it out to all members, including the point that we appreciate differing viewpoints and hearty discussion (so long as it is not inflammatory or hyper-partisan or would jeopardize our 501c3 status).

**Leadership Evaluation, Debbie Ward**

The Board reviewed more summary material from the leadership survey of Board members about which Board products made the most difference to either the functioning of the Board or the functioning of the organization. Behavioral Norms, Roles and Responsibilities, Success Planning, and Board Members’ embracing their ambassadorial roles in the community garnered the most approval. Denise Klein will present a brief self-evaluation. She added, at the end of the discussion, that the work/documents on *Roles and Responsibilities* had enhanced both the functioning of the Board (especially vis a vis the ED) and of the organization. It has, for example, clarified that the ED can hire a general assistant and a social worker and let the Board know her decision. The Board has oversight to ensure that this is within budget.

We need to look across all the leadership positions (officers, committee chairs), as well as new hires, planning ahead to make sure the good work that has been done on our culture, roles and responsibilities, succession, etc., is firmly embedded. We will add in more discussion of this topic to our calendar for a future Board meeting.

The need to amend the Bylaws to change the Seattle-centric language was noted, with the comment that the word “primarily” would be a simple fix. Susan Adler suggested the formation of a standing Governance Committee, that could deal with bylaws, nominations, and more. This suggestion met with support from others. She agreed to talk with Nancy Hooyman and Denise Klein about whether she could chair such a committee.

All agreed that we would repeat the small group member meetings at least once in 2024. And that these leadership topics could be part of the agenda for these meetings.

**Website Evaluation, Denise Klein**

Denise Klein reported that Val Costa would chair an operational website evaluation task force. Other members will be: Denise K., Sue Lerner, Gray Wilson, and Grant Parton (one of our tech volunteers). The goal of the task force work is to ensure that users can easily access the website and have the best possible experience.

**New Business**

We will consider merging the Fundraising and Financial committees, even though they have different functions. We might also look for new people with expertise in these areas; Jeanne-Marie will frame the “ask.” Not sure who the ask is to?

The Anti-Semitism forum will take place at the Lippe’s house on January 21.

Most likely the April 8 retreat will be held again at Aegis on Madison. There may be ways to improve the space. Denise Klein will research that and other potential retreat locations.

Nancy adjourned the meeting at 1:00 pm

**Attended:** Susan Adler, Bob Anderson, Audrey Hansen, Nancy Hooyman, Denise Lishner, Barbara Oswald, Nancy Robb, John Rochford, Jeanne Marie Thomas; Joe Garcia

**Facilitator and new Board Member:** Debbie Ward; **Staff:** Denise Klein

**Next Meeting: Monday, February 5, 10:30-1, on Zoom**

**Goal 1. For ourselves as members: Support our members to age successfully and safely with as much independence, choice, and sense of well-being as possible.**

- a. Good thing our members did not continue to need the level of help they did at the end of the year. I've been able to catch up, despite having Covid this week. I have at least one potential candidate for a position as my assistant. To be determined. Included in your packet is a graphic showing the social work support we've brought online.
- b. Our next "singles" Life Plan class begins on February 13—full-up with 8 participants, including one prospective member. We will again have Pat Hughes as our facilitator (she's quite brilliant in that role). Our new social worker, Brandy McKinney, will also attend.
- c. We've scheduled an Artificial Intelligence seminar focused on the issue of the impact of AI on jobs. It's limited to 8 people and will be just one hour, 7 pm, March 5. The facilitator is a UW computer science and engineering faculty person, Steve Tanimoto. Publicity will go out soon to those who indicated an interest and then to everyone.
- d. The anti-semitism Forum, presented by Hilary Bernstein, on January 21 was attended by more than 20 participants and reports were very positive.

**Goal 2. For our organization: Nurture a responsive and dynamic organization that will be sustained over time.**

- a. We are at 120 members after about a half dozen folks chose not to renew and we added several new members. Those leaving were older than those coming and most were people who have not been active and for whom, at least for now, the village was not a good fit. After almost 9 years, our average age has gone up just 4 years.
- b. We placed another \$50,000 in a 7-month CD that will pay 5%.
- c. Val Costa will report on the website evaluation at this meeting.

**Goal 3: For our Community: Weave a sense of kinship and cooperation into our relationships within our surrounding neighborhoods in a way that reflects our values.**

- a. **Denise Lishner** and I were presenters at the Women's University Club regarding the content of our *Housing Options Handbook* and also we described and promoted the village to the 15 or so attendees, most of whom did not seem to be likely prospects. We thoroughly enjoyed ourselves and the participants enjoyed us as well.
- b. The *Elderwise* strategic planning retreat I attended on January 16 may well lead to partnership opportunities for us.
- c. This year will likely see action to develop a *Wider Horizons* group on Mercer Island in collaboration with several members and a couple of retired social workers.

\*Briefer due to Covid fog

Dear Board Colleagues,

I have been asked to facilitate a discussion of two items that the Board has flagged as topics needing closure. Please review the attached Norms and Secret Sauce to determine what, if anything needs to be added or changed related to these two topics.

Also note that we will not have time to open the conversation up for broader discussion, although at any time Board members can request time on an agenda for consideration of changes to the Norms or Secret Sauce.

These result from our Board evaluation:

1. Board members reported that they **did not always feel they were encouraged by other Board members to express their opinions at Board meetings.**
2. Someone observed that input from **Board members seemed to be occurring "off camera," perhaps pre-empting discussion by the full Board.**

Request for your participation:

Come to the Board meeting prepared to share **what, if anything needs to be added to the norms or the Secret Sauce related to these topics.**

All my best, Jeanne Marie

**Board and Committee/Task Force Norms****Engage in your Board role**

1. Arrive on time and avoid distractions when on Zoom.
2. Read all materials for understanding.
3. Ask clarifying questions before the meetings.
4. Get a briefing if you miss a meeting.
5. Reach out to Village members regularly to listen to their needs and interests to influence your Board decision making.

**Acknowledge each other**

1. Listen deeply.
2. Recognize each other's contributions and offer credit when appropriate.
3. Be open to opinions that differ from yours.
4. Fulfill your responsibilities; don't do someone else's job.

**Stay in Your Lane**

1. Make suggestions about approach or content, but don't tell another Board member who is in a leadership role how to do their work.

**Speak intentionally**

1. Be concise, avoid repetition, and share the air time.
2. Voice dissent during, rather than outside of, meetings.
3. Raise interpersonal complaints directly with those involved and get assistance in doing so if needed.
4. Keep content of executive sessions confidential.

**Promote positive results**

1. Carefully identify problems and present potential solutions.
2. Don't represent other people. Each person can speak for themselves.
3. Give clear instructions to committees and task forces, with timelines.
4. Support Board decisions, even when you are not in full agreement.

### **Facilitator Engagement Norms**

The Facilitator will help members follow conduct norms as well as:

1. Manage discussions according to the times in the agenda unless there is agreement to revise timeframes at the meeting.
2. Call on Board members in the order they have raised their hands.
3. Engage Board members who have not spoken during a discussion.
4. Intervene in a constructive manner if tension arises in the discussion.

### **Board Organizational Norms**

#### **Meeting Preparation and Communication**

1. Requests to add items to the agenda will be made to the President two weeks in advance of meetings.
2. There will be a time on the agenda for new business.
3. Each Board agenda item will identify a desired outcome, and this will be the focus of Board member remarks.
4. Information items not requiring action will be included in the packet, separate from the consent agenda.
5. Updates and reports will be sent in writing to the President and Executive Director at least a week before the Board meeting.
6. Board packets will be sent to the entire membership and to the Board via email 5 days before Board meetings.
7. Board packets will include context and background as needed for transparency.
8. Members should ask questions of the Committee Chair before requesting removal of an item from the consent agenda item for discussion at the Board meeting.
9. Minutes will list topics that are flagged for attention at a later time.
10. Minutes of Board meetings will be sent to Board members for review within one week of the meeting. Two days after that, they will be sent as “draft” to all WH members.

### **How We Work Together**

1. Key work assignments, such as to ad hoc committees, will define the project scope, rationale, project lead, and outcome. At the following Board meeting, the assigned lead will present a timeline and process for engagement of the Board, and may also include engagement of members and others, as deemed appropriate.
2. Simplified Roberts Rules of Order will be followed in decision-making.
3. The exact wording of a motion will be stated before a vote is taken.
4. Time will be taken to regularly celebrate together.



**Organizational Values**

1. Open-hearted giving and receiving
2. Member-centered and member-created experiences and group activities
3. Embrace individual differences
4. Respect, support, acknowledge, and appreciate each other
5. Be there for, and count on, each other every step of the way for the long haul
6. Warm, welcoming, and inclusive

**Attributes of Members**

1. Interested in deep connections to form a strong community
2. Take responsibility for each other's support and well-being and that of the organization
3. Diverse and deep experiences nourish many aspects of the organization
4. Inquisitive and curious

**Attributes of Leaders**

1. Drawn from engaged members
2. Open, transparent, and shared leadership
3. Careful listening to members through a variety of open communication modes
4. Balance expertise with attentive caring

**Attributes of Staff**

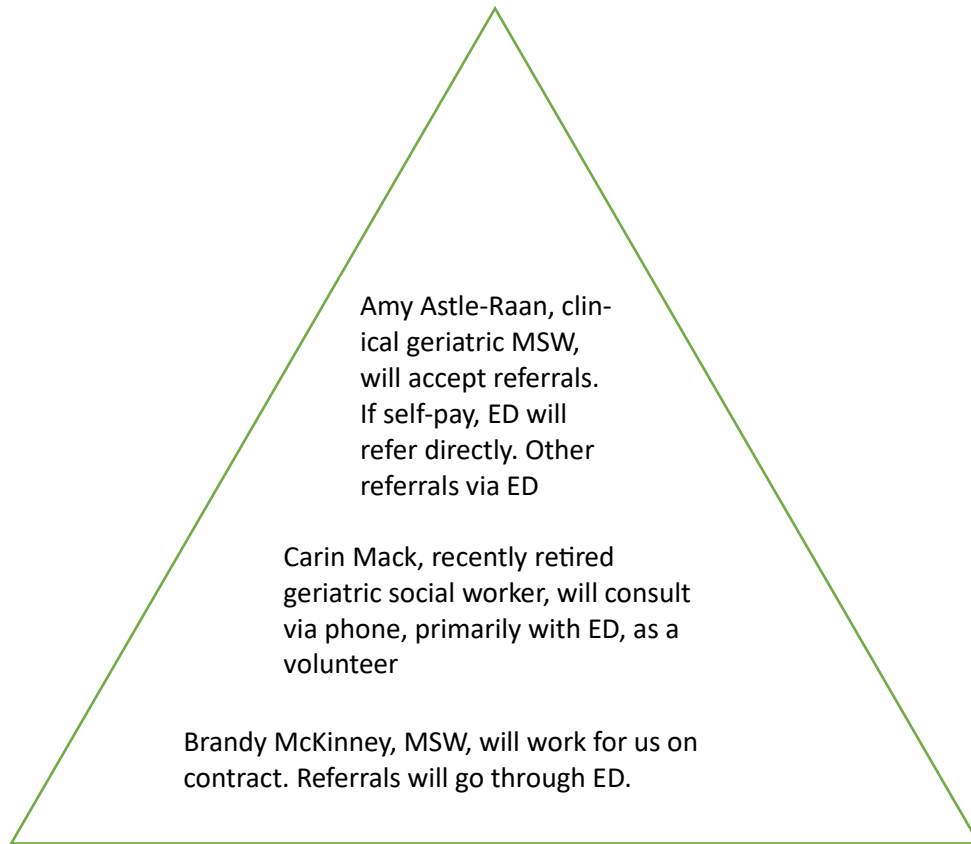
1. Keep procedural barriers (i.e., bureaucracy) to a minimum
2. Highly accessible and responsive
3. Personalized style of service based on knowledge about every member
4. Respect confidentiality
5. Routinely search for new resources and approaches that meet members' needs
6. Proactive and able to perform a variety of functions

**Organizational Structures: Members...**

1. Can ask for anything and, if possible, their request will be met (no service limits)
2. Can make suggestions or requests in any way they choose (there is no "wrong door")
3. Are encouraged to participate in their own way, without rigid expectations or restrictions
4. Have numerous ways of connecting to each other
5. Rely on other members for support before engaging volunteers

**Organizational Funding**

1. Successfully raising funds from within and outside the organization for program enhancements
2. Only accept funds that support our organizational goals and purpose



## Define project objectives and scope

### Objectives

1. Understand how the current website and associated tech work (platform, plug-ins, listservs, Denise's Excel spreadsheets).
2. Identify areas of redundancy, if any, among the above.
3. Briefly outline user requirements.
4. Determine whether the current platforms could better meet members' needs and where improvement may be needed.
5. Determine the costs for the website, preferably by function.
6. Identify all viable options to achieve the current functions and assess their feasibility and costs.

### Scope

- Website design and usability
- Member directory
- Calendar of events
- Member-only information
- Possibly member discussion spaces/forums
- Group listservs, including Denise's Excel spreadsheets

### Conduct initial assessment

- Interview ED
- Interview Sue Lerner and Gray Wilson
- Interview key site users
- Survey members

### Review improvements by area and prioritize

To be determined

### Research solutions and costs

To be determined

### Choose solution(s)

To be determined

### Create implementation plan/timeline

To be determined