



## Massachusetts Workforce Association Governance Committee Meeting Notes

Thursday, June 17, 2021

### Notes

*In attendance: Sheila Sullivan-Jardim, Shannon Norton, Stan Usovicz, Maddrey Goode, and Tonja Mettlach*

#### **New Board Members/Summer Onboarding:**

- At next week's board meeting the board will be voting on two new board members who will be replacing Chris Kealey and Suzanne Fernandes. See below for additional details on Lauren and Charles.
    - Charles Gagnon, President & CEO, Volunteers of America. Charles was nominated by Metro South/West and was the former COO of the South Middlesex Opportunity Council and a member of the Metro South/West Workforce Board. He brings relationships with key legislators and an understanding of the importance of workforce development.
    - Lauren Jones, Executive Vice President, Massachusetts Business Roundtable. Lauren was recruited by MWA after Chris Kealey had to step down from the Board. Lauren's nomination allows MWA to stay engaged with MBR while bringing a younger, dynamic leader to the board with a wealth of workforce experience.
- The committee discussed and agreed that at the August 24th MWA Summer Member Lunch we should hold a board member onboarding session prior to lunch. We would invite Lauren, Charles and any other board member who did not receive the opportunity to engage in an orientation. Raija/Tonja to share additional details about the onboarding next week.
- This committee also discussed prioritizing board recruitment this fall as there are three board members whose terms end in FY22.

#### **New Policies:**

- The committee discussed the draft document retention/destruction policy and Tonja thanked Sheila for sharing her organization's policy. Tonja asked the committee to vote to accept the policy.
  - Vote: Motion to approve the document retention and destruction policy (Sheila move, Valerie 2nd).
  - Note (update) we will ask the MWA board to vote to approve this document at the September board meeting.

### **Racial Justice Work:**

- Tonja updated the committee on her and Raija's participation in the Greater Boston Chamber Transformational DEI Certificate program. Tonja and Raija are currently through session 4 of 6 and have found it to be a great learning opportunity. We were able to cover the cost in our existing FY21 budget. Below is an overview of the program.
  - Overview of Program: Fluency in diversity, equity, and inclusion is critical for business success in our increasingly complex and networked worlds, and the urgency has never been more clear. In a six-session leadership development series, offered in partnership with [Diversity@Workplace Consulting Group](#), participants at any level of their organization will be equipped with actionable tools and techniques to bring back to their workplaces.
  - During the six-session program, participants will gain competencies in:
    - Foundational diversity, equity, and inclusion concepts, including terminology
    - Identifying and interrupting conscious and unconscious biases
    - Building the business case for diversity
    - Equitable hiring, recruiting, and onboarding practices
    - Acknowledging and interrupting microaggressions in the workplace
    - Solving a unique DEI related issue at your workplace with your cohort and DEI experts
    - Developing DEI goals for long term success at your organization
- Tonja updated the committee that MWA has incorporated some funds into our FY22 budget to begin this organizational level DEI work. We will update the committee at the next committee meeting about potential next steps.
- Based on our work with the transformation DEI program, Raija learned that stating race in an organization's diversity statement is very important. In examining MWA's diversity statement, which was developed and approved by this committee, we realized we do not explicitly include the word "race" but instead imply it. Tonja asked that the committee review and approve an update to the diversity statement.
  - Vote: Motion to approve the document retention and destruction policy (Valerie move, Maddrey 2nd).

### **Draft Member Survey:**

- Tonja updated the committee that similar to last year, MWA will launch a Member Survey in July. The draft survey, which was also reviewed by the Membership Committee, was sent to the committee.
- Please send any edits/comments to Tonja/Raija by the end of June.

### **Draft FY22 Dues/Budget:**

- Tonja shared with the committee a draft FY22 budget and draft FY22 membership dues. While both will be discussed at the finance committee meeting, we thought it was important to also share with Governance.

- Tonja highlighted that similar to last year we are seeking to collect \$190,000 in membership dues. Depending on each region's allocations, some regions will see increased dues while others will see their dues decrease. We also are budgeting for \$1,500 from new and continuing affiliate members.
- Stan also discussed that the draft FY22 budget includes a 2% COLA and a 4% raise for the Executive Director.
- Committee members expressed agreement with the budget and support for the salary raise for the executive director.