

**Executive Committee Conference Call  
Friday, Feb 1, 2013  
1:30-3:00pm**

**AGENDA**

	<b>Introductions and Review Agenda</b>
<b>1.</b>	<p><b>Executive Committee kickoff</b> Desired outcome: Plan for completion of Executive Committee charter. Review committee description from December Board package and begin to develop a fuller charter and the associated roles and responsibilities for committee members.</p> <p>Supporting materials:</p> <ul style="list-style-type: none"> <li>- Attachment 4 from November F&amp;A meeting. Transition from F&amp;A to Executive Committee; Setting Priorities for 2013</li> <li>- Attachment 2b from December Board Package. Committee Roles and Responsibilities</li> </ul>
<b>2.</b>	<p><b>2013 EC planning and priorities</b> Desired outcome: Develop planning process for 2013 including method to prioritize activities, development of SMART goals, and operational approach</p> <ol style="list-style-type: none"> <li>a. Items for consideration (based on supporting materials and previous Fiscal and Admin minutes) <ul style="list-style-type: none"> <li>- Tabled from Fiscal and Admin Committee: Deliverables Tracking tools, audit, organizational training plan, reserve fund development, Client Relations</li> <li>- <i>Ad hoc</i> task forces</li> <li>- ED job description and duties</li> <li>- Succession planning</li> <li>- ED performance plan progress</li> <li>- Modification of organizational business model</li> </ul> </li> <li>b. Prioritization process. How will priorities be set for committee work? Can the committee set priorities now?</li> <li>c. Development of SMART goals</li> <li>d. Meeting calendar</li> </ol>
<b>3.</b>	<p><b>Financial/operational review</b> Desired outcome: Lessons learned from 2012. Identify any areas requiring corrective actions. Update reporting requirements (dashboard content, etc.) in light of new responsibilities.</p>

	<ul style="list-style-type: none"> <li>a. 2012 final financials using existing dashboard. Actuals vs. plan, summary of progress on the back-to-black strategy, end of year surplus.</li> <li>b. Future operational and financial reporting requests. Identify alternative metrics for regular review.</li> </ul>
<b>4.</b>	<p><b>Staff help input request: Board package improvements.</b></p> <p>Staff would like to streamline the process of creation of the board package. We would like to understand better whether or not the current packages meets the needs of board members for decision making and representation of ASC-SFEI. Staff would like to discuss the possibility of using an online survey to get feedback from board members.</p> <p>Desired outcome: Board direction to staff on board package improvement plan.</p>
<b>5.</b>	<b>Review Action Items</b>
	<b>Set Next Meeting Date and Time</b>

**Dial-in Information – Rainer is Host**

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