



## **BALTIMORE CHILDREN & YOUTH FUND, INC.**

### **BOARD OF DIRECTORS**

#### **EXECUTIVE COMMITTEE MEETING**

*April 7, 2022*

#### **MINUTES**

The meeting of Executive Committee of the Board of Directors of the Baltimore Children & Youth Fund, Inc. was held on April 7, 2022 via video conference.

**In Attendance:** Dion Cartwright, Board President; Kirsten Allen, Board Vice President; John Morris, Board Treasurer; and Jacqueline Caldwell, Board Secretary

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Cartwright called the meeting to order at 9:36 a.m.

#### **Welcome & Agenda Overview**

Cartwright welcomed the committee to the meeting and reviewed the meeting agenda, which included the goals for the BCYF, Inc. President's first year, and recommendations for Board support.

#### **I. Goals for the President's First Year**

Cartwright laid out the framework for the President's evaluation process. She highlighted the importance of the Board structuring an evaluation in partnership with Lee to enable collaboration and goal setting for the role of President.

Lee then provided an overview of the position of President. She highlighted strategic planning as a key area for organizational planning.

The committee requested information on necessary supports for the role. Supports suggested included: a professional coach and professional associations or memberships for peer learning. Lee requested additional recommendations from the committee on possible professional associations and memberships.

The committee identified a "360 evaluation" as the principal strategy for evaluation of the President, related to the work areas listed in the job description in three categories: 1)



products, 2) strategy, and 3) process. The committee determined that the evaluation should focus on opportunities for improvement for both the leader and organization.

As a next step, the committee will begin development of a written Goal Setting document.

## **II. Recommendations for Board Support**

The committee determined that the Board should continue its trainings and partner with other organizations similar to the process that began with the Transition Board. They suggested including specific trainings on race equity and BCYF, Inc.'s adopted race equity framework, as well as a training on strategic goal setting with short term deliverables.

## **III. Additional Comments**

The committee raised the topic of BCYF, Inc.'s economic impact beyond grantmaking as a future point of discussion.

## **IV. Adjournment**

This meeting of the Executive Committee was adjourned at 10:28 a.m.

*Jacqueline Caldwell*  
Jacqueline Caldwell (May 18, 2022 10:56 EDT)

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Jacqueline Caldwell  
Secretary