

PREVENT CHILD ABUSE ILLINOIS
Minutes of Committee Meeting

Committee: Long Range Planning

Chair: Valerie McDaniels

Date: August 12, 2021

Members Present: Valerie McDaniels, Becky Weber, Cherie Sieger, Dan Whalen, Tarra Winters, Denise McCaffrey

Members Absent: Bob Black, Mark Mathews

Discussions and Actions:

1. **Welcome** – Valerie welcomed everyone to the meeting.
2. **Long Range Plan Tracking and Evaluation** – The committee reviewed and discussed the completed Strategic Plan Dashboard Year 2 report which includes the FY 21 fourth quarter. The report highlights the accomplishments over the past year and will be shared with the board at the Sept. 1 board meeting.
3. **Bylaws Review Update** – Denise reported that the agency is looking for a lawyer or experienced HR firm to review the Employee Handbook and will have the revised bylaws reviewed as well.
4. **Staff Satisfaction Survey Update** – Denise reported that the Staff Satisfaction Survey was not conducted in May or June due to fiscal year end commitments. The survey was sent out on 8-9-21 via Survey Monkey. Denise will compile the results once they are in. The survey results will be shared with the board at the Sept. 1 board meeting.
5. **Current Board Policies and Statements Review** – Valerie reported that this committee will review the current board policies and statements during the next year. Some policies and statements will be reviewed by other committees such as: the Statement on Board Member Fundraising will be reviewed by the Resource Development Committee; the Financial Policy will be reviewed by the Finance Committee; and the Advocacy and Legislative Action Policy will be reviewed by the Advocacy Committee. This committee will oversee all of the review and make sure all policies are reviewed.
6. **Board Policies and/or Statements to be Created** – Valerie reviewed the list of new statements or policies that need to be developed. Those include harassment, ethical conduct, and board communications. The committee members will begin looking for examples of similar policies other agencies have adopted, and Denise will reach out to other PCA America chapters to see if they have existing policies.
7. **Re-Chartering** – Denise reported that our next re-chartering is scheduled for June 2022. The committee reviewed the 2018 re-chartering action plan. Many of the actions have been accomplished. Denise will update the plan to show those that have been completed. The one action that has not been completed is to create an Agency Operational Marketing and Fundraising Plan. Denise will add this to the Executive Committee agenda.
8. **Long Range Planning Committee Description FY 22** – Denise will make the date changes needed to the description and will add policy and statement review and development to the Goals for FY 2022.
9. **Other** – Valerie asked the committee to change the format of the committee meetings from conference calls to Zoom. The committee will meet via Zoom from now on.

Recommendations to the Board: None at this time.

Next Scheduled Meeting: Regularly scheduled meeting Thursday, November 4, 2021 at 8:30 a.m.