

The Health Care Foundation
COMMUNITY ADVISORY COMMITTEE (CAC)
Minutes of the Review Committee Meeting Held
Thursday, February 1, 2018 at 1:00 p.m.

Committee Members in Attendance: Aaron Link; Lisa Peek; Susan Mills-Gray; Mary Jo Moore; Mike Enos; Siobhan McLaughlin Lesley (telephone)

Committee Members Unable to Attend: None

HCF Associates in Attendance: Paula Cornwell; Victoria McNack, Contractor (telephone)

Guests in Attendance: Joy Torchia, Consultant

Call to Order

Mike Enos called the meeting to order at 1:15 p.m.

Preliminary Discussion of Review Content and Format

Mr. Enos noted that each committee member had been assigned to review the 2017 meeting minutes of an HCF Board committee. Paula Cornwell added that while some committee members will be reviewing the minutes of multiple committees, ultimately the number of documents will be approximately equal for everyone. The committee briefly strategized the review of the Finance & Investment Committee and sub-committee meeting minutes; it was determined that Siobhan McLaughlin Lesley would report on the Finance & Investment Committee and Lisa Peek on the RFP Sub-Committee. Aaron Link, Chair, recommended that reviewers also look at the Board meeting minutes to see the way in which certain committee topics arise and resolve throughout the year. He will expedite his review and make the analysis and overview available to everyone.

During conversation it was also determined that the committee will maintain and same format from the 2016 review as written with the assistance of Joy Torchia, a writing consultant. Ms. Cornwell took time to answer questions and provide a brief description of some special ad hoc Board committees present in 2017.

Timeline for Completion of Review Document

Chair Link explained that this year's schedule would look similar to the previous year. By the second Review Committee meeting on March 8th, committee members will have completed their initial review of meeting minutes. A worksheet was provided to help organize themes and topics for analysis in the review; those documents will be sent to Chair Link and Ms. Torchia for synthesis into a first draft. Mary Jo recommended providing bullet points as Ms. Torchia will ultimately provide the narrative.

Around March 21st, Ms. Torchia will present an official first draft and committee members will gather their revisions to be discussed at the third Review Committee meeting on April 5th. During this meeting, committee members will provide additional feedback, flesh out emerging themes, finalize format, etc.

Ms. Torchia will again produce a revised draft for final review prior to the May 10th meeting. The goal is for the document reviewed in May to be the final version to be presented to the full CAC the following month. To avoid the back-and-forth process of emailing revisions and electronic approval, it was recommended that changes be seen in real time so that the committee can make their final recommendation at that meeting.

Strategic Plan Update

Ms. Cornwell provided an update regarding the Foundation's strategic plan originally developed in 2016. In addition to an internal review process, the annual Board Retreat provides an opportunity for the Board to explore issues in depth. In 2016, the Board reviewed fiscal policy; in 2017, discussions focused on the Foundation's permanent home and brand.

The strategic plan's functional areas include governance, program & evaluation, policy & advocacy, communication and community partnerships, finance, human capital and operations. Each area has seen progress on its strategic initiatives over the past year, advancing HCF's strategic goals.

The committee also discussed the Theory of Change, associated indicators, and other topics surrounding evaluation.

Adjourn

The meeting was adjourned at 1:57 p.m.