

AGENDA

Special Meeting

TVCS D Board of Directors
WEDNESDAY July 23, 2014
Tomales Town Hall 7:00 PM
Phone: 707-776-6117
[TVCS D Mission Statement](#)

Call to Order

1. Hold Minutes from June 25th Special Meeting and the June 11th Regular Board Meeting Minutes, July 9th Regular Meeting Minutes
2. Policy Manual
 - A. Code of Conduct (Discussion & Action)
 - B. Board and Committee Meeting Conduct (Discussion & Action)
 - C. Effective Email Communication (Discussion & Action)
 - D. CSD General Policies (Discussion & Action)
 - E. [Board Chair and Board Member Best Practices](#) (Discussion)
 - F. Board Packet Submissions & packet reduction (Discussion & Action)
 1. [Financials](#)
 2. [Agenda](#)
 3. File types
 4. Deadline
 - G. TVCS D Reserve Policy (Discussion)
 - H. Capital Improvement Plan (CIP) Policies (Discussion)
 - I. Draft Policy on E-mail Communications
 - J. Board Roles and Responsibilities
3. The Yearly Agenda - Goals for the Year (Review & Expand)
 - A. Completely Execute RFP and Competitive Bidding process
 - B. Create new contracts for all contractor positions
 - C. Manage the budget as RFP and bidding process unfolds
 - D. [Board Training](#): Running effective meetings
Brown Act & TVCS D –Becoming an Effective Board
 - E. Policies & Procedures; [Bylaws](#); Create Prioritized list of necessary policies; Develop Policy Template/Structure [Meeting management](#)
Reduce time and content of Board packet
 - F. Items remaining from [Strategic Plan](#)
 - G. Create Board 12- to 18month calendar
 - H. Efficiency Audit (Bill Bonini)
 - I. Performance Evaluation (Brian Lamoreaux)
4. Financial Advisory Committee
 - A. Next Steps for [Matrix](#) & Update (Donna Clavaud)
5. [New TVCS D Office Space](#) (Discuss next steps and timeline)
6. Open Communication ([The Brown Act](#) prohibits the Board from discussing or acting on any item not on the agenda.) (*Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda*)