



## AGENDA – Planning and Review Committee Meeting

07Mar2022 @ 6:00PM CST

1. Call to Order – 6:02 PM CST
2. Roll Call
  - a. Leslie Foxvog, Deb Dyer, Kevin Griner, Haley Pembroke, Ken Johnson, Lori Wunderlich, Lynette Thompson
  - b. Dee Dee Douglas & Lisa Feldner – Absent
3. Old Business
  - a. Hall of Fame Procedure
    - i. P&R has been asked to review the current HOF Policy – this request was made last spring at a BOD meeting
    - ii. Concerns include lack of BOD oversight in the committee review process and if the award has lost some of the prestige over the years
    - iii. Current HOF Committee – 5 members
    - iv. Sub-Committee will be made of Alison & Ken; Lori to talk with Debbie Letham to see if she would join
    - v. ASK to all Committee members is to make note of your preferences / proposed changes about the process that the sub-committee can take into account
    - vi. Depending on the changes, impact may not be until 2023 – we can't change the rule book for 2022.
    - vii. Deadline for Hall of Fame submission is October 31<sup>st</sup> each year – what is a target date we would like to have a proposal ready for the BOD?
      1. Mid-year Target to have a proposal back to the BOD agreed by the Committee
  - b. Trainer of the Year Program Update
    - i. General feedback was that this is not something we can take on at this time – the ApHC has never been in charge of this program
    - ii. Need to ensure the submission process is no longer online
    - iii. Motion by Kevin Griner: The ApHC will not take up the Trainer of the Year program at this time, seconded by Leslie Foxvog. Motion passed unanimously
      1. Recommendation to go to the BOD
  - c. Exemplary Regional Club Award Consideration
    - i. This was put on hold for 2020 and 2021 due to COVID – do we reinstate as it exists? Put on hold for 2022 while we revamp the process? This is something the Regional Club Committee will review
    - ii. Need to revisit the effectiveness of the process, the submissions are not consistent and there has been feedback that it is too cumbersome
    - iii. Committee needs to decide if we keep this award, and if so, refresh the process to make sure it is more effective



- iv. Deadline for Award submission is January 31<sup>st</sup> of the following year – what is a target date we would like to have a proposal ready for the BOD?
    - v. Leslie makes a motion – we will move over to Regional Clubs
  - d. Staff WFH Policy Review
    - i. Requested by BOD in November 2021
    - ii. Review current (informal) policy
      - 1. Determine if anything more formal is needed
      - 2. If Yes, is this for P&R to propose or the ED?
      - 3. Motion made by Kevin Griner and Leslie Foxvog that yes, we would like a formally documented WFH policy and YES that this should be left to the new Executive Director to define and document with support from the BOD. Will package existing proposal from last summer (Dee Dee Douglas) and share with new ED. No objections, motion passed unanimously
  - e. Strategic Planning Sessions
    - i. Public Survey
      - 1. Alison to relook at feedback and make sure it's all incorporated before sending out
      - 2. Should send out from the ApHC / P&R Committee is asking for feedback
      - 3. Lynette will work with Dave on email addresses – we can send through them. Send to past (cold) members as well as current
      - 4. Lynette and Dave to check and see if ApHC has a SurveyMonkey license in case other surveys are needed in the future
    - ii. SWOT Analysis
    - iii. Timing for 1<sup>st</sup> Strategic Session – March 31<sup>st</sup> @ 6:30 EST
- 4. Recommendation will go to the BOD
- 4. New Business
  - a. Documentation & Retention Process – Introduction
    - i. General feeling from Committee is that this is needed and a good idea
    - ii. Lynette to take another once over and confirm with Alison & Committee that this aligns with activity the office can take on and then will be sent to the board for review
- 5. Any other Business
- 6. Adjourn
  - a. Motion to Adjourn by Deb @ 7:37 PM CST