

VI. Report of Executive Committee Actions since July 1, 2022

1) **Matters the EC approved on behalf of ARCS Board of Directors** (actions taken)

July 2022-June 2023

▪ Chapter Endowment Reporting

- To capture the full value of endowment funds to external audiences, it was proposed that chapters should report Endowment values held at universities as well as chapter managed endowments. The question was raised whether we should establish a cut-off date for establishing the value of external endowments. It was agreed that the requirement will be for chapters to report, no later than July 15<sup>th</sup> each year, the most recent valuation they have for all each externally managed endowments and the “as of” date of the value. A total value for internally managed will be sufficient. **The EC approved the motion to incorporate the above in the financial Chapter Profile form. (July 18, 2022)**

▪ Membership Growth Campaign

- Membership decline over the last few years is a growing concern. The Chapter Engagement Committee proposed funding a membership growth campaign to motivate chapters to recruit members. All chapters will be encouraged to participate with \$2000 for the first prize, \$1,500 for second prize, and \$1,000 for third prize to be awarded for most new chapter members who commit to join before June 2023 as a percent of prior year membership. The funding is expected to come from the Silver Foundation donated funds, which are designated for chapter support and development. **The EC approved funding the effort. (November 16, 2022)**

▪ Hyatt Contract for January 2023 NB Meeting

- Caron called for a motion to authorize her to sign an agreement with Hyatt for the January 2023 Board Meeting pending Lynne Brickner’s approval of the agreement. **The EC approved Caron signing the agreement. (November 16, 2022)**

▪ ASU Memorial Union Agreement for January 2023 NB Meeting

- Caron called for a motion to authorize her to sign an agreement which provides for use of the ASU facilities for January 2023 Board Meeting. **The EC approved Caron signing the agreement. (November 16, 2022)**

▪ Pilot Peak Consulting Contract

- The agreement for Emma Gilmore Kieran’s consulting firm, Pilot Peak Consulting, was reviewed and discussed. The end date of the contract will be June 30. **The EC approved Caron signing the contract. (November 16, 2022)**

▪ Danaher LOA

- Caron requested the EC ratify the electronic vote taken in December that authorized her to sign the Danaher LOA. **The EC ratified the December electronic vote. (December 14, 2022)**

VI. Report of Executive Committee Actions since July 1, 2022

- Ratify Approval of Contract with Wyndham Hotel Pittsburgh for June NB meeting
  - Caron called for a motion to ratify the signing of the agreement that was previously unanimously approved via email vote by the EC. **The EC unanimously agreed. (February 13, 2023)**

2) **Matters the EC approved for submission to the ARCS Board of Directors for final approval July 2022-June 2023**

- The Governance Committee
  - Submitted amendments to synchronize ex-officio committee members in Appendix B of the Standing Rules for both the Communications and Marketing Committee and the Finance Committee charters. A motion was made that the EC recommend the changes to the board for approval at the September meeting. (August 17,2022).
  - Proposed amendments to the following Advisory Committee Charters and Responsibilities of its Chair, all to be effective as of July 1, 2022: All Member Conference, Governance, Info Strategies, and Long Range Planning. A motion was made that the EC recommend the changes to the board for approval at the September meeting. (August 17,2022)
- The Governance Committee submitted the following recommendations for EC review:
  - A new charter document for the Collaboration Network Advisory Committee Charter and Responsibilities of Chair (December 14, 2023). NB Approval set for January 21, 2023.
  - Revised Bylaws (December 14, 2023). NB Approval set for January 21, 2023.
  - Waiver of Notice of Amendments to the Bylaws (January 9, 2023). NB Approval set for January 21, 2023.
- The University Relations Committee submitted the following recommendations for EC review (January 9, 2023):
  - Approval of OHSU-PSU School of Public Health, Epidemiology Program and Health Systems and Policy Program. NB Approval set for January 21, 2023.
  - Approval of Revised and Renamed University Relations Approval Form A and Form B. NB Approval set for January 21, 2023.
  - Approval of University Relations Administrative Change Form NB Approval set for January 21, 2023.
  - US Permanent Resident Task Force Charter. NB Approval set for January 21, 2023.
- The Information Strategies Committee submitted the following recommendation for EC review:
  - Fund improvements to the ARCS website totaling no more than \$1680. These enhancements will be more cost effective than replacing or upgrading the Drupal platform at this time. The EC endorsed the proposal; requested Finance Committee review in advance of January 21, 2023 Board Meeting (January 9, 2023).
- Governance Committee – The Governance Committee submitted amendments to the Standing Rules, the Bylaws, the UR Committee Charter, the Governance Committee

VI. Report of Executive Committee Actions since July 1, 2022

Charter and the Code of Conduct. (May 17, 2023, and June 1, 2023). The EC endorsed the proposals. NB approval set for June 10, 2023.

- VP Operations Workload Management – A proposal was presented to redistribute approximately 50% of the current VP Operations workload for the FY 2023-2024. The redistributed work would be handled by a combination of: Secretary, VP Finance, and ASG. The EC endorsed the proposal and requested: (1) Finance Committee endorse the ASG additional support budget, and (2) VP Operations to pursue a contract amendment with ASG. (June 1, 2023).
- ASG Contract Amendment – Recommended adoption of amendment requesting an additional 125 hours support (in additional to current 2500 hour base) to cover National Board support currently handled by VP Operations. This will be in effect for the FY 2023-2024 (last year of the 2 year contract). The EC endorsed the proposal. NB approval set for June 10, 2023. (June 2023).

**3) Matters the EC advised the president on:**

July 2022-June 2023

- Council of Competitiveness Membership
  - As part of the budget review process, there was considerable discussion about whether the cost of our membership in Council on Competitiveness is justified. The prevailing opinion was that it is an important organization that can yield credibility and connections but that it could be used more effectively. It was decided that we retain our membership and develop a more robust plan for how to utilize the opportunity it affords. The robust plan will be developed by the Long-Range Plan as part of the externals relations discussion (June 6,2022)
- Permanent Resident Issue
  - Additional background on the topic was shared with the Executive Committee. Potential task force membership and an approach to systematically gather information from universities was discussed. The effort will be progressed after the September Board meeting. (June 6, 2022)
- Chair, Council of Presidents Election
  - It was reported that the CoP made an unintentional error in its previous election of the 2022-23 Chair, CoP. Section 6.5 of ARCS Bylaws, which at the time of election, only members who were current members of the CoP were eligible to serve in that role. The Executive Committee agreed to a waiver that will allow the recently appointed Chair to fill the position for a term of one year. In the meantime, it was recommended that the Council of Presidents discuss whether the requirements for Chair should be broadened and revised. If so, a future recommendation from Governance would be presented for discussion and potential approval. (July 18,2022)
- The EC members provided input in the planning of the New Presidents Orientation and they each reported on the responsibilities of their job and how it relates to National. (July 18, 2022)
- Discussed and finalized topics for the September Forum and Board meetings (July 18, 2022 and August 17, 2022).
- AMC 2024 – Locations were discussed; need to coordinate with the ARCS National 65<sup>th</sup> Anniversary. (August 17, 2022)

VI. Report of Executive Committee Actions since July 1, 2022

- The AMC Committee reported the results of the Committee Lessons Learned Recap. All attendees enjoyed themselves; the financial results were very positive with meeting sponsorship exceeding budget expectations. Improvement ideas will be shared with the next AMC Planning Committee (November 16, 2022)
- The VP Operations routinely reports the status of ASG support to multiple activities: marketing and communications efforts (e.g. monthly newsletters, Annual Report), event planning efforts (e.g. AMC, Board Meetings), and accounting/bill payment support. Budget management oversight as well as support quality are monitored. Successes are shared and improvement opportunities are identified and addressed. (all EC meetings)
- The Digital Media Repository Subcommittee met to discuss finding a centralized location for chapter sharing. Sharing information within ARCS as well to the external community was discussed. Further discussion will take place to refine the objectives and options before a go-forward plan is finalized. (November 16, 2022)
- The Long Range Plan Co-chair gave an overview of the work done so far and turned the meeting over to consultant, Emma Gilmore Kiernan, who presented the ARCS Work Plan in detail. Emma will share updates to the plan with the EC going forward. The plan will identify a ten-year vision but will frame a three-year plan. Approaches to receive input from chapters, university partners, and ASG was discussed. (November 16, 2023).
- Plans for the January 19-21, 2023 NB Meeting were shared and refined during multiple meetings. Ongoing coordination occurred between National, local Phoenix ARCS members (led by Dawn Carson Senger), and Arizona State University staff (November 16, 2022; December 14, 2022; January 9, 2023)
- National Board Meeting plans were discussed. The June NB Meeting will be in-person in Pittsburgh, PA. President-elect Beth Wainwright is planning a virtual meeting for the September 2023 NB meeting. The winter meeting will be in-person; location TBD. The 2024 AMC will be held in a central location, combined with the NB Meeting and a celebration of National's 65<sup>th</sup> Anniversary. (January 9, 2023)
- The Philanthropy Committee reported the Giving Tuesday campaign was a success with more than \$90,000 donated including donations actually received and outstanding pledges. Multiple new approaches were identified which will be carried forward in future campaigns. (January 9, 2023)
- ASG Planning Meeting for FY 2023-2024 – Approach for May 15<sup>th</sup> meeting was discussed. VP Operations and VP Finance to coordinate pre-meeting activities. Information to be used to plan ASG workload priorities and ARCS Budget. (March 15, 2023)
- June NB Meeting in Pittsburgh – Plans for the hybrid meeting were discussed including multi-day agenda and registration costs (\$300/in-person and \$50 – virtual). The meeting will include optional participation in the Pittsburgh Chapter 20<sup>th</sup> Anniversary Dinner at \$200 per person. (March 15, 2023)
- Silver Endowment Priorities - A discussion took place about what top national priorities should be identified for the use of these funds. There was consensus that the top priority for FY 2023 is chapter support. It was proposed that guidelines be developed

VI. Report of Executive Committee Actions since July 1, 2022

and ultimately be ratified by the National Board to help future ARCS National leadership determine when it will be appropriate to tap the Silver Endowment for funding. (March 15, 2023)

- The Long-Range Plan leaders gave an overview of the continuing work done so far. Discussion of the proposed Action Plan as well as the extensive work completed by the committee was discussed. Feedback was provided. Additional discussion and solicitation of endorsement will occur at the June 10, 2023 Board meeting. (May 1, 2023)
- NB Meeting dates FY 2023-2024 – Future meeting dates were presented: October 13-14, 2023 (Virtual); January 2024 – Honolulu’s 50<sup>th</sup> Anniversary; and Spring 2024 – Probably in May. A combination of AMC and board meeting with an emphasis on training. (May 17, 2023)

**4) Matters president reported to EC members**

July 2022-June 2023

- Caron summarized the 2022-2023 Initiatives: Membership Engagement and Growth, Diversity Equity and Inclusion, Organizational Best Practices, External Advisory Council, Enterprise Risk Management, Strategic Plan, and US Citizen and Permanent Resident (July 18, 2022)
- Three surveys will be conducted this year: Membership in the fall, Skills and Interests in January, and University Partners in the spring. Questions pertaining to DEI will be included to eliminate an additional survey (August 17,2022)
- Board Source resources can be used by National Board members, CoP, CoA, and all national volunteers. (August 17, 2022)
- PATS Portal – The president raised concern that PATs Portal is outdated, and no particular group has taken responsibility to oversee it. Discussion of its purpose as well as ownership took place. Beth Wainwright volunteered to work on redefining its purpose with one or more volunteers. (September 23, 2023).
- Danaher Grant - Danaher Foundation invited ARCS Foundation to apply for a grant of \$100,000. The application was submitted on October 13. Caron thanked Sarah Vandenplas for her leadership in finalizing the grant and she thanked all who had a part in preparing various sections and reviewing the document. (October 17, 2022). ARCS received the Danaher grant, but was asked to delay an announcement until after Danaher makes an official announcement this month.
- Silver Foundation Donation – The \$2M agreement was signed. Funds are to be received by December 31<sup>st</sup> at the latest. The Endowment Committee will invest the donation with the endowment funds and will track it separately. (October 17, 2022). It was later reported funds were wired to ARCS November 6, 2022. (November 16, 2023).
- US Permanent Resident Task Force – President reported UR Co-chairs agreed their committee should play a significant role in addressing the question that continues to surface regarding the potential acceptance of US Permanent Residents as ARCS scholar award recipients. Task Force leadership will be finalized, a charter developed and shared in the near future. (November 16, 2022)
- New Member Letter – To welcome new members and demonstrate the commitment of National to support the chapters, the president discussed her plan to issue letters

VI. Report of Executive Committee Actions since July 1, 2022

(including info packet) to all new members. Details associated with the approach were discussed. (November 16, 2022). Seventy-one letters were issued (December 14, 2022). An additional 12 letters (83 total) were sent to members from 13 chapters (January 9, 2023).

- Sanofi Corporation – The president reported she was approached by a representative of Sanofi to discuss a potential partnership between Sanofi and ARCS Foundation. Early discussions focused on ARCS organization mission, approach, etc. Additional information was sent. (November 16, 2022).
- Enterprise Risk Management Plan – The president (also committee leader) met and reviewed a draft plan that was initiated from previous work with Oregon State University Foundation. The committee began identifying risks for ARCS in the areas of fundraising, governance, financial practices, capacity/resiliency, affiliated and associate organizations, branding, communications, stewardship, information technology, legal/contractual, and global/social drivers. Each of these risks will be aligned to various NB committees. The intention is to provide a draft document to the NB committees and they in turn will determine risks specific to their work. All of this will be incorporated into the LRP and potentially serve as a future model for chapters. (November 16, 2022).
- Chapter Support – A few chapters have reported operational challenges to the president. National wants to see all chapters thrive. (November 16, 2023). The EC further discussed various ways National could help in a constructive and supportive fashion. The EC wants chapters to feel comfortable seeking help when needed. In addition the Council of Advisors is being solicited for support ideas. (December 14, 2022 and January 9, 2023).
- Member Survey – Over 275 responses were received; results will be utilized by the Long Range Planning Committee as well as the Evaluation Committee. (December 14, 2022).
- Luminary Award – Concept of presenting an ARCS Lifetime Achievement Award was discussed. This award would be presented to an ARCS member who has given extraordinary service above and beyond to ARCS Foundation to advance the ARCS mission. She would bring a spotlight to ARCS, and without her, ARCS would not be where it is today. It will reflect the gratitude of ARCS Foundation for the service of someone whose contributions that have been crucial to ARCS past success. (February 13, 2023)
- Chapter Support Tools – A small group working with Caron created a tool titled Chapter Support Plan. Chapters requesting support started using the tool. Discussion around additional support mechanisms took place (i.e. role of Chapter of Advisors). (February 13, 2023).
- Danaher Grant – An overview of Danaher 2024 grant cycle was provided. Adjustments will be made based on learnings from 2023 cycle (i.e Academic recipients will apply for grant in Spring 2024 for ARCS FY 2024-2025). There are two reports that Danaher requires: (1) May 10th – Chapter progress reports, (2) June 30, 2024 – Final report. (March 15, 2023)
- Lifecycle of Nonprofits – After discussion regarding recently receiving information on the topic, it was recommended that training for all Board members take place. Use of the

VI. Report of Executive Committee Actions since July 1, 2022

information and tools can help National and the chapter frame the state of the respective organizations and develop a go-forward plan. (March 15, 2023)

- VP Operations Succession Planning – The Nominating Committee has determined the candidates are not interested in filling the VP Operations position with its current workload. Options to manage the workload differently were discussed. Consideration to request additional ASG support was supported; VP Operations to pursue and report back to Exec Comm. (April 19, 2023)
- Procedures Manual – All officers and committee chairs were reminded to submit Procedures Manuals for their positions. These documents will be helpful in ensuring smooth transition for new leaders. All Procedures Manuals are to be submitted to VP Operations. (May 17, 2023)