

**Workforce Success Leadership Team**

**Friday, March 22, 2019**

**8:30 a.m. to 10:30 a.m.**

**United Way of Denton County, Inc. (1314 Teasley Lane, Denton, TX)**

**Agenda**

- |       |   |         |
|-------|---|---------|
| I.    | Welcome & Introductions                             | 5 min.  |
| II.   | Highlights of February Meeting                      | 20 min. |
|       | i. Findings from Actor Mapping                      |         |
|       | ii. Next Steps                                      |         |
| III.  | History of Workforce Success Initiatives            | 30 min. |
| IV.   | Bylaws and Charter Committee Update                 | 40 min. |
|       | i. Update on Committee Deliverables                 |         |
|       | ii. SOAR Analysis                                   |         |
| V.    | WSLT Structure                                      | 10 min. |
|       | i. Appoint Nominating Committee for WSLT Leadership |         |
| VI.   | Administrative Updates                              | 5 min.  |
|       | i. Leadership Team Next Steps                       |         |
| VII.  | New Business  |         |
| VIII. | Public Comments                                     |         |
| IX.   | Adjourn   |         |

**Next Meeting Date:**

**Friday, April 19 or 26 (TBD), 2019 – 8:30 a.m. to 10:30 a.m.**



# WSLT Charter & Bylaws Committee Notes

9:00am Friday, March 8, 2019

United Way of Denton County, 1308 Teasley Lane, Denton, TX 76205

**Volunteers Present:** Dr. Ling Hwey Jeng (Chair), Kathy Hardcastle, David Koontz, Steve Larsen, Brandi Renton

**Staff Members Present:** Alicia McElroy, Teddy Yan

## Discussing Committee's Role

After leading introductions, Dr. Jeng gives a brief presentation, describing her view of the tasks laid before the Charter & Bylaws Committee. The work of the committee begins by looking forward to a vision and mission, then planning backwards from that collective vision and workable mission.

## SOAR – A visioning exercise

Dr. Jeng suggests the committee and leadership team conduct a SOAR analysis (Strengths, Opportunities, Aspirations, Results) as opposed to the usual SWOT analysis. SOAR leads to better collective vision, as opposed to SWOT's focus on threats and immediate problems.

The committee discusses methods of conducting a team-wide SOAR analysis. They settle on discussing SOAR in the March 22 meeting, collecting information after the meeting, and using that information to synthesize a broad vision and mission during the next committee meeting.

Kathy Hardcastle suggests giving an abbreviated presentation on the history of what led to the development of the Workforce Success Leadership Team to help any newcomers orient themselves and to remind the team as a whole of the context in which they are meeting and envisioning an ideal future. Dr. Jeng recommends against a hard definition of workforce success to ensure that each person's separate definition of workforce success is accepted into the SOAR analysis.

## Nonprofit Governance Documentation

Dr. Jeng briefs the committee on common Nonprofit Governance Documentation, including:

- Charter / Articles of Incorporation – Formal legal document for establishing a non-profit with the State of Texas
- Bylaws – Formal, highest-level governance document that regulates the structure of the organization
- Parliamentary Procedures – Guidelines by which all meetings are run
- Conflict of Interest Policy – To protect against conflicts of interest both real and perceived
- Code of Ethics Policy – Codifying what constitutes proper and improper behavior
- Operational Policies and Procedures – Regulating the day-to-day organizational operations
- Customs (“This is how we always do it.”) – Informal continuity of culture and consistency

## Determining Committee Deliverables

The committee discusses governance documentation that the leadership team may require, settling on:

- Charter – An informal version of the document, not officially filed with the State of Texas, to set the leadership team apart from any of its constituent members much like previous Leadership Teams both use their informal charter to establish their quasi-governmental status and independence.
- Bylaws – Necessary to determine the structure through which leadership team is conducted
- Combined Code of Ethics and Conflict of Interest – Absolutely necessary to safeguard the leadership team and its members. Kathy recommends combining them akin to Behavioral Health and Homelessness Leadership Team's documents to ensure that all members re-affirm their Code of Ethics commitments each year as they sign the Conflict of Interest policy.
- Vision – Necessary to write Bylaws
- Mission – Necessary to write Bylaws

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Teddy and Alicia will provide examples of each document from other leadership teams and organizations, and the committee will use information gathered from March 22 to generate draft documents.

### **New Business**

The committee reiterates the need to summarize the history of and reason for the Workforce Success Leadership Team at the March 22 meeting, including the mapping exercise conducted on February 15, to help guide the leadership team's SOAR contributions.

### **Next Meeting**

Our next committee meeting will be called by Dr. Jeng or UWDC staff after March 22.

Key agenda items for the next committee meeting are:

- Results of Leadership Team SOAR analysis
- Review Vision & Mission development process for Behavioral Health and Homelessness Leadership Teams

If you have something you would like on the agenda for our next meeting, please contact

Alicia McElroy: [Alicia@UnitedWayDenton.org](mailto:Alicia@UnitedWayDenton.org) or 940-566-5851 x 119

Teddy Yan: [Teddy@UnitedWayDenton.org](mailto:Teddy@UnitedWayDenton.org) or 940-566-5851 x 106

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