

Meeting Minutes
Cultural Foundation
Board Development Subcommittee
Regular Meeting

December 1, 2025 | 8:00 a.m.
via Microsoft Teams
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Call to Order

The meeting was called to order by Erika Castro at 8:09 a.m.

Roll Call

Board Member Attendance

Erika Castro
Sherida McMullan
Jennifer Sanchez
David Woodruff

Staff Attendance

Terri Rettig

Absent

Candy Yu

Guests

Scheduled and Unscheduled Public Appearances

Consent Agenda

Motion to approve minutes of the October 20, 2025 meeting carried unanimously (3-0).

Briefing

1. Discuss Board Engagement Survey Results – The committee reviewed responses to the annual Board Engagement Survey. Opportunities were identified for board training in the following areas: stakeholder roles, programs that CCF supports, advocacy, and fundraising. There was a suggestion that we provide info on these topics in the orientation documents. The board is interested in social opportunities, having additional written talking points to refer to as a board member, and more strategic planning.
2. Review Current Board Applications – five applications have been received from the Clerk’s Office. Each board member volunteered to reach out to schedule an interview with a selected applicant. Erika will follow up with two already-vetted applicants to confirm their

interest. Terri will share the invitation from the Clerk's Office to apply for boards and commissions. The committee requested that marketing staff share the opportunity on social media.

3. Discuss Board Member Mentorship Program Draft Guidelines – Terri reviewed best practice guidelines for starting a board mentorship program for new board members. The executive committee will review specific recommendations at their upcoming meeting.

Member Comments/Announcements

1. Susan Baker, a former board member, has been in the hospital. Staff will send flowers and pass around a card at the next board meeting to send to Susan.
2. A poll will be sent out to determine a date for the board to get together for a Friendsgiving event.

Calendar

The next meeting is scheduled for February 23, 2025 at 8:00 am. This meeting will be held virtually.

Information Items

Adjourn

The meeting was adjourned at 9:03 a.m.

Erika Castro, Committee Chair

Staff Liaison