

## OHA Board Meeting

October 18, 2021

*Board Members Present: Michael Bowen, Heather McHugh, Marina Pugliese, Alix Quay, Kate Razo, Linnea Wren*

*Board Member Absent: Carla Lease*

*Non-Board Member Present: Tanya Ericson*

- 1) The Board discussed the appointment of officers and division of tasks. The following appointments were approved:
  - a) Appointment of Officers
    - i) Co-Presidents: Michael and Alix
      - (1) Alix – Ombudsperson, membership issue triage
      - (2) Michael – Meeting agendas and facilitation, lead on discussion of issue prioritization
    - ii) Co-Vice Presidents: Marina and Kate
    - iii) Treasurer: Linnea (Kate to facilitate the handoff)
    - iv) Secretary: Heather
  - b) Other Roles
    - i) Communications: Carla
    - ii) EBMUD Liaison: Heather
    - iii) Membership Recruitment Committee: Marina, Carla, Alix, Heather, Kate
    - iv) Legal Committee: Michael, Elise T., Kusia, Heather
    - v) Work Hours: Marina
- 2) The Board defines the Onmbudsperson and Communications roles listed above as follows:
  - a) The Ombudsperson
    - i) Will serve as the initial point of contact for member concerns expressed to the board
    - ii) Shall review issues/complaints filed with the board, prior to board review of the issue/complaint
      - (1) For minor disputes, the ombudsperson will attempt to mediate and resolve the conflict prior to bringing the matter to the Board
      - (2) In cases of complaints, the ombudsperson shall attempt to determine if the complaint has merit by determining:
        - (a) Does the complaint represent an infraction or violation of the rules?
        - (b) Is the complaint substantiated with dates, times or other evidence?
      - (3) After reviewing the information and summarizing it, the ombudsperson shall provide a brief (less than one page) report to the board for consideration at the next available board meeting

- iii) Shall serve as the board's liaison to the general membership regarding concerns or complaints
- b) Communications Liaison
  - i) The Board's goal is to provide clear, constructive and timely communication on key events, pasture issues, inter-member disputes, and other matters.
  - ii) The board appoints the communications liaison, whose role is to report out board findings to individuals or the membership within 48-hours of a decision by the board.
  - iii) The board commits to responding to member inquiries or concerns within 48 hours through the communications liaison.
  - iv) Each board member commits to respecting the decision of the board, the board spokesperson or its delegate and deferring to the messaging of the communications liaison.
- 3) Task List – Attached to these minutes is the 2021-22 OHA Tasks and Pasture Managers lists. Please volunteer to be responsible for ongoing tasks for the coming year. To sign up, you may email Heather or or put your name on this [Google sheet](#). The Board will review the list and determine final assignments based on the needs of the organization and the best fit of skills and abilities.
- 4) Next meeting: The Board will next meet via Zoom on November 1, 2021 from 7:30 – 8:30 AM

*Minutes respectfully submitted by Heather McHugh*