

Executive Committee
Thursday, Aug. 26, 2021
11 a.m.-12 noon

TOPIC	PREPARATION/NOTES	PROPOSED PROCESS
1 Who is present? TIME: 2 minutes PURPOSE: Record-keeping, Action LEADER: Wes Hoblit		<ul style="list-style-type: none"> Wes takes roll. Wes records attendance.
2 What changes should be made today's agenda? TIME: 2 minutes PURPOSE: Decision LEADER: Randall White	Review today's agenda	<ul style="list-style-type: none"> Randall polls committee.
3 Where are we on minutes to the last board, executive committee, and member meetings? TIME: 5 minutes PURPOSE: Information LEADER: Wes	Wes: Recap what has and not been drafted and what has not yet been approved	<ul style="list-style-type: none"> Wes leads recap
4 Do we want to create a relationship with Roommate Me? TIME: 10 minutes PURPOSE: Discussion and Decision LEADER: Bryan Tony		<ul style="list-style-type: none"> Bryan leads discussion, polls committee. Wes records action (if any).
5 Where are we on the new website and the migration to the MemberClicks platform? TIME: 3 minutes PURPOSE: Information LEADERS: Randall		<ul style="list-style-type: none"> Randall updates committee.
6 Would the Executive Committee support inquiry of six prospects to add to the Advisory Council? TIME: 3 minutes PURPOSE: Discussion LEADER: Randall	Matt Jones Jim Mastoras Almas Muscatwalla Kyle Ogden Pernod Ricard representative Lisa Welch	<ul style="list-style-type: none"> Randall polls committee.
7 Can we set the Member Meeting agenda? TIME: 3 minutes PURPOSE: Discussion LEADER: Randall	Review draft Quarterly Member Meeting agenda, attached	<ul style="list-style-type: none"> Randall polls committee.
8 Do we know a young faith leader who might be a good chair for the Ambassadors? TIME: 5 minutes PURPOSE: Discussion LEADER: Randall		<ul style="list-style-type: none"> Randall leads discussion
9 Can we approve the edited policy as discussed last month? TIME: 5 minutes PURPOSE: Review and Decision LEADER: Randall	Review draft 24HD Policy 001 Confidentiality Agreement, attached	<ul style="list-style-type: none"> Randall leads discussion. Wes records action (if any).
10 Do we honor Matt Jones of Strategic Directions with a Noctis Award? TIME: 5 minutes		<ul style="list-style-type: none"> Randall leads discussion Wes records action (if any).

	PURPOSE: Review and Action LEADER: Randall		
11	Where are we on the Good Neighbor Initiative? TIME: 3 minutes PURPOSE: Information LEADERS: Randall		<ul style="list-style-type: none"> • Randall updates committee
12	What follow-ups or deliverables are needed from this meeting? When is each to be delivered? TIME: 3 minutes PURPOSE: Decision LEADER: Wes		<ul style="list-style-type: none"> • Wes polls committee.
13	What did we do well for this meeting? What could we do differently for the next meeting? TIME: 5 minutes PURPOSE: Decision LEADER: Jasmin Brand		<ul style="list-style-type: none"> • Jasmin polls committee for strengths and weaknesses
14	What are our upcoming meeting dates? TIME: 3 minutes PURPOSE: Information LEADER: Randall		<ul style="list-style-type: none"> • Member, Board, and Executive Committee meetings in October.

DRAFT

Policy 001 – Confidentiality Policy

Presented for action to the 24HourDallas Executive Committee

Aug. 26, 2021

Confidentiality Policy for Board Members, Advisory Council Members, Committee Members, and Staff/Contractors

The board, Advisory Council, committee members, and staff/contractors of 24HourDallas (“24HD”) manage and have access to confidential information that must stay within the organization.

Confidential information includes, but is not limited to, our members, supporters, partners, employees, marketing processes, as well as our financial information, which includes contributions, current and future business plans, our computer and software systems and processes, databases, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or 24HD business is to be discussed with anyone except when necessary for the purpose of daily business.

Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Directors, Advisory Council members, committee members, and staff/contractors of 24HD understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment.

The following policies apply to members of the 24HD board, Advisory Council members, committee members, and staff/contractors authorized by the board:

1. **Disclosed Votes:** 24HD board, Advisory Council members, committee members, and staff/contractors shall not disclose to anyone outside of 24HD the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.
2. **Executive Sessions:** The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.

3. **Personal Information on Staff, Committee, and Board Members:** The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

4. **Information on Members and Prospects:** All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member, or staff member/vendor. The home addresses, telephone numbers, or e-mail addresses of members are not to be given out to anyone outside of the organization without the express permission of the person to be disclosed.

5. **Requested Anonymous Support:** When a member requests that his or her sponsorship or contribution be treated as anonymous, the member’s wishes are to be honored by both board and staff members.

6. **Proprietary Materials:** Except in the instance of a memorandum of understanding that defines other circumstances, all members and staff shall adhere to the principle that information created by, or on behalf of, 24HD is the property of 24HD and shall not be transferred or utilized except on behalf of 24HD. Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that 24HD has a proprietary interest in any such information and/or documents and would be irreparably damaged because of any disclosure or dissemination thereof.

Statement of Understanding and Agreement

I am aware that, during my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of 24HourDallas (“24HD”) and may not be distributed or used outside of 24HD premises or with non-24HD individuals.

I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Signature

24HourDallas Position

Print Name

Date

DRAFT

Quarterly Member Meeting
Wednesday, Sept. 8, 2021
4:00-5:00 p.m.

1. Welcome and Appreciation
Randall White
President

2. Introductions of Presenters
Bryan Tony and Jasmin Brand
Vice Presidents

3. Cultural Innovation Committee
24HourDallas Ignite the Night Festival
Rhiannon Martin
Chair

4. Communication Committee
Upcoming Zoominar
Gary Sanchez
Chair

5. Governance and Nominating Committee
2022 Board and Officer Nominations
Drew Green
Chair

6. Executive Committee
Good Neighbor Initiative
Randall White

7. Safety Committee
Human Trafficking, Sidewalk Ambassadors, Women's Night Safety
Sarah Chung and Lisa Welch
Co-Chairs

8. Respect and Inclusion Committee
Every Voice Program
Reuben Lael
Chair

9. Upcoming Schedule of Events
Wes Hoblit
Secretary

10. Discussion
Keith Foster
Treasurer

11. Adjourn to Networking Happy Hour
Randall White