

**Board Development Meeting Notes**  
**Meeting Date: Wednesday, March 19, 2024**  
**Time: 5:00 PM – 6:00 PM**

**1. Candidate Qualification Process:**

- Developed key questions to evaluate potential candidates for Board of Trustees and Committee vacancies.
- Ensured questions align with organizational objectives and candidate qualifications.

**2. Speaking Script:**

- Drafted and finalized a standardized script for engaging with potential candidates.
- Ensures consistency in communication and representation of the organization.

**3. Outreach Updates:**

- The committee reviewed past contact attempts with prospective candidates.
- Discussed follow-up actions and next steps for engagement.
- To date, 15 potential candidates have been identified, and the committee is actively working through this list. Four candidates have been approached or have responded. Updates will be shared as they become available.

**4. Candidate Recruitment Efforts:**

- The team is actively identifying and evaluating new potential candidates.
- Emphasis on diversity and relevant experience to strengthen the board and committees.

**5. Follow-Up Actions:**

- The committee will continue to reach out to potential candidates.
- Regularly check in with those who have been approached to assess interest and gather feedback.
- Ensure updates on candidate engagement are documented and shared with the team.

**6. Database Training:**

- Jim to undergo training on the Blue Donor Database.
- Training aims to facilitate efficient tracking and management of potential candidates.