

January 15, 2014

Organizational Review Task Force Final Report

The Organizational Review Task Force presents its final report here, with a resolution for its adoption by the CNA Steering Committee as follows:

Whereas, the Task Force was given the charge

1. to review and record what committees functionally exist at present, what they are charged with, and who the members are (note that herein the term “committee” is meant to include other entities such as subcommittees and task forces); and
2. to recommend appropriate adjustments to committee organization that will best carry out CNA business; and

Whereas, the Task Force has now identified, and has included in its report what it believes to be a comprehensive list of committees (Section II) that are functional currently, or have been so within the past five years; also included is a list of membership of a majority of those committees (Appendix); however, the Task Force was unable to identify definitive charges for those committees, with a resulting recommendation for addressing this issue; and

Whereas, the Task Force has recommended an organizational structure (Section I) that includes an increase in the number of standing committees, eventually totaling ten as a long-term outcome; some of these exist now as ordinary committees and would be reclassified as standing committees; the complete lineup of standing committees would represent “umbrellas” under which to consolidate functions currently carried out by separate committees, subcommittees and task forces; and

Whereas, the Task Force has made a number of specific recommendations (Section III) as adjustments or improvements to committee organization, the better to carry out CNA business;

Therefore be it resolved that

1. the Steering Committee accept the information and recommendations in this document, the Organizational Review Task Force Final Report, as fulfillment of the Task Force’s charge; and
2. the Steering Committee members review the Final Report and return at the next meeting with specific proposals they may have for implementing any of the recommendations in it, and be prepared to vote on a resolution for the May 2014 General Meeting.

Section I

Proposed CNA Organizational Structure

A. General Membership

B. Steering Committee

C. Standing Committees

1. Nominations Committee
2. Bylaws Committee
3. Budget and Finance Committee
4. Long-Range Planning Committee
5. Records Committee (History & Documents)
6. Communications Committee

7. Land Use and Transportation Committee
8. Crime Prevention and Safety Committee
9. Community Connections Committee
10. Parks and Green Spaces Committee

D. Committees, Subcommittees, Task Forces and Other Entities

(See Section II for complete listing)

E. Associated Groups. (Note that these Groups range from FRoG which has always functioned similar to a CNA Committee, reporting through the LUT Committee, to groups with whom we simply maintain a friendly, mutually supportive relationship.)

1. CHULA League
2. Friends of Cherrywood Green (FRoG)
3. Friends and Lovers of Willowbrook Reach (FLWR)
4. Friends of Patterson Park (FOPP)
5. East Side Mommas
6. Urban Patchwork Cherrywood Farm

Section II

Existing CNA Committees, Subcommittees, Task Forces and Other Entities

1. Nominating Committee (the only standing committee currently required in our bylaws)
2. Communications Committee
3. Land Use & Transportation Committee
4. Budget Committee
5. Bylaws Task Force
6. Organizational Review Task Force
7. Urban Farming Task Force
8. The Flea
9. NeighborNet
10. Website Task Force (Subcommittee of Communications Committee)
11. Plant and Book Swap
12. Annual Tree Planting
13. Fourth of July Parade
14. Welcome Committee
15. Blue Ribbon Yard Committee
16. Manor Rd. Beautification
17. Halloween Parade
18. Neighborhood History Committee
19. Parking Permit Task Forces
20. CHULA Liaison Task Force
21. Crime Prevention & Safety Committee
22. 38 1/2th St. Vision Task Force
23. Pet Owners' Task Force (aka Strange Dog, etc.)
24. Hospitality Committee
25. Bike Lanes on Cherrywood Rd. Task Force

- 26. Feral Cats Committee
- 27. Anti-Graffiti Task force
- 28. LUT Friends

Section III

Recommendations Regarding Implementation

The Organizational Review Task Force recommends that:

1. The Steering Committee direct that committees shall have written charges (mission statements) and that those for Standing Committees be written in the Bylaws;
2. All procedures for committee formation, including matters of chair selection, quora, size, and membership criteria be established and recorded; also, that the Bylaws Committee give this need due attention;
3. The Steering Committee consider structuring itself such that lines of communication between it and each individual committee be explicitly established;
4. The Secretary be required to maintain the list of committees, their members and charges, and keep it updated and available for ready reference;
5. The Steering Committee identify and call for any outstanding reports from existing committees and task forces;
6. The Bylaws Committee thoroughly address meeting notification and documentation issues;
7. The Bylaws Committee consider the issue of defining Committees, Subcommittees, Task Forces, and how all are formed
8. The standard title “Associated Groups” be adopted for those listed in Section I.E above.

Respectfully submitted,

Terry Dyke, chair; Frances Greene, Girard Kinney, Rebecca Kohout

Appendix

Committee & group membership

Partial list identified as of November, 2013 (Chair underlined):

1. **Blue Ribbon Yard:** Cara Choate, Rebecca Kohout
2. **Budget Committee:** Rebecca Kohout
3. **Communications Committee:** Jennifer Potter-Miller, Girard Kinney, Rebecca Kohout, David Greene, Terry Dyke, Steve Wilson, Sherri Whitmarsh;
4. **Curb Painting Task Force (LUT subcommittee):** Mark Schiff
5. **Fourth of July Parade**
6. **FRoG:** Mike Damal, Girard Kinney, Mark Schiff, Michael Sullivan, Mark Schiff, Amy Brotman, Dolly Ensey, Liza Colucci, Amanda Braziel, Don Roach
7. **LUT Committee:** Girard Kinney, Mike Damal, Jules Kniolek, Glenn Reed, Mark Schiff, Heather Telo, Jules Vieau, Tom Wald, Brendan Wittstruck
8. **Manor Rd. Beautification:** Jennifer Potter-Miller
9. **Neighborhood History:** Rebecca Kohout, Heather Telo
10. **Nominating Committee:** Girard Kinney, Jeremy Mazur
11. **Organizational Review Task Force (Steering Committee):** Terry Dyke, Girard Kinney, Rebecca Kohout, Francie Greene
12. **Parking Overflow Task Force (LUT Subcommittee):** Mark Schiff
13. **Parking Permit TFs:** Ray Donley, Kirby McDaniel, Gary Meyer, Jim Fitzpatrick, Dave Tekyl, Kiki Millett
14. **Pet Owners Task Force:** Cara Choate, Girard Kinney, Jeremy Mazur
15. **Plant & Book Swap:** Jack Darby,
16. **The Flea (Communications subcommittee):** Steve Wilson (editor), Sherri Whitmarsh, Rebecca Kohout, Jennifer Potter-Miller
17. **38 1/2th St. Vision:** Priscilla and David Boston, Girard Kinney
18. **Tree Planting:** Mike Damal
19. **Urban Farming Task Force:** Terry Dyke; Francie Greene
20. **Welcome Committee:** Rebecca Kohout