



# Board Recruitment Committee Meeting Minutes

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October 3, 2025 – 10:00 AM

Virtual Meeting

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**Board Members Present:** Sean Andries, Chair; Myong-Hui Murphy; Niki Price; Deb Schallert

**Staff Present:** Kristi Arrington, Administrative Specialist; Aili Schreiner, Oregon Cultural Trust Manager; Liora Sponko, Senior Program Manager

## Select Board Chair of the Committee

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The meeting began with a discussion focused on goals for board recruitment before diving into procedural matters. There are currently four open board positions, with a particular need for representation from Southern Oregon. The group emphasized the importance of demographic, geographic, and subject matter diversity, noting that the board should not be composed solely of individuals from one political affiliation. It was agreed that the board must reflect the full spectrum of Oregon's population, including individuals who maintain relationships with lawmakers and can advocate effectively for the Trust's needs. The ideal candidates should be passionate about the mission and capable of guiding the Trust forward. A strategic outreach period was proposed to identify potential nominees, including those who may not be ideal candidates themselves but could recommend others.

Questions were raised about whether foundational documents or legislative guidelines exist to inform recruitment. It was clarified that while there is no specific statute outlining qualifications, the law does state that the board must reflect Oregon's geographical and cultural diversity and that members should demonstrate a commitment to the state's culture. The definition of culture was discussed broadly, encompassing faith, livelihood, geography, and family heritage. It was noted that while there may be older documents, they are not currently active in the recruitment process.

## Discuss nominating process

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The group reviewed the nomination process, which includes an online application and potential outreach from the Governor's office. Past recruitment efforts were more in-person, and members shared ideas for potential candidates from various regions. The timeline and process were then addressed. Recruitment begins with an application in Workday and a form required by the Governor's office. Board members must be approved by the Senate, and to meet the February short session deadline, nominations should be submitted by early December. Attributes identified as important for new board members include increased diversity (e.g., people of color, younger individuals, tribal members), fundraising ability, statewide influence, and geographic balance.

Applications submitted through the website are available and resumes and responses to key questions will be shared, excluding personal information. Candidates may apply for either the Cultural Trust or the Arts Commission, and the pool of applicants can be shared between the two. The goal is to fill all four vacancies, and a proposed timeline includes developing a shortlist, reaching out to candidates, and reconvening in a month to finalize selections. A suggestion was made to shorten this timeline to two weeks for initial outreach. A spreadsheet from 2022 was referenced as a helpful visual tool, and a new version will be created to track current coverage and identify gaps in industry, cultural, and geographic representation.

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The group agreed to send outreach emails to coalitions as a respectful and effective method of engagement. A roster and term information will be pulled from Workday to support this effort. A two-part document will be developed to compare current board composition with desired attributes. This will serve as an evaluative tool during recruitment. The group discussed whether candidates should complete applications before or after initial conversations. A draft process from the Arts Commission was reviewed, outlining steps from nomination to application submission, including committee review, commissioner outreach, and Executive Director involvement.

The coalition-based nomination process was also discussed, allowing individuals to express interest or recommend others. It was noted that personal outreach may be necessary to encourage applications. Board expectations were reviewed, including attendance requirements (six meetings per year, split between online and in-person/hybrid formats), committee participation, and community engagement as ambassadors. Members are expected to contribute financially, even a symbolic amount, to demonstrate full board support.

The committee continued with a review of the commission's draft process and reaffirmation of the Trust's vision, mission, and goals. The Oregon Cultural Trust was established in 2001 to support arts and culture statewide, funded by Oregonians through a unique tax credit. In 2019, \$4.5 million was raised, with 60% distributed directly to cultural organizations and 40% invested in the permanent fund. The Trust supports a wide network of partners, coalitions, and nonprofits through its grant programs.

The committee discussed board member expectations and time commitments. The Board meets quarterly, with additional meetings scheduled as needed for updates or urgent matters. Quarterly meetings typically last between three to five hours, while briefing updates range from one to one and a half hours. Board members are encouraged to participate in committees such as governance, fall fundraising, and ad hoc initiatives like license plate development and strategic planning, with an average annual commitment of approximately ten hours. Members are expected to attend at least three quarterly meetings and most briefing sessions. They are also encouraged to chair one of the Trust's annual peer review panels and to contribute financially to the Trust, ideally through the tax credit and by obtaining a Cultural Trust license plate. Active promotion of donations and engagement with cultural nonprofits and community groups is also part of the role.

The group discussed the importance of statewide representation and inclusivity, as outlined in the statute requiring quarterly meetings. With an upcoming board meeting in two weeks and none scheduled until February, it was proposed that the full board be invited to participate in the recruitment effort. An email will be sent outlining the need to fill four board slots, including expectations and terms, and requesting members to submit potential candidate names. These names will be compiled into a spreadsheet with tabs for terms, geographic diversity, and other relevant attributes. A shared Google Doc will allow board members to contribute and review the information collaboratively.

Due to time constraints, feedback on the spreadsheet will be provided via email. A link to the application portal was shared to facilitate outreach: [Trust for Cultural Development Board Application](#). Members agreed to begin reaching out to potential candidates immediately. While names will not be discussed publicly at the next meeting, members should be prepared to present interested individuals. A vetting meeting will be held before the end of the month to allow time for further cultivation if needed.

A memo will be prepared for the upcoming board meeting to support recruitment efforts. Succession planning was also raised, with a suggestion to include discussion of future Chair, Vice Chair, and Treasurer roles on the meeting agenda. As board terms expire at the end of October, concerns were voiced about maintaining quorum if members choose not to continue. It was clarified that quorum is

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defined as a majority of members, though it remains unclear whether that refers to the full board or seated members.

The group discussed how to honor outgoing members and reviewed the timeline for nominations. Applications must be submitted in Workday by November 11, with recommendations due to the Governor's office by December 5. While there may be some flexibility in the application deadline, the goal is to meet the official timeline. A past instance was noted where the Governor appointed a nominee not put forward by the board, prompting a desire for transparency and coordination moving forward. Outreach to former board members was suggested as a valuable resource for recruitment. Communications will be drafted by the Chair, with coalition outreach coordinated separately.

### **Schedule the next Committee meeting**

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Members shared updates on their recruitment efforts, and the next meeting was scheduled for Thursday, October 23 at 11:00 a.m.

The meeting adjourned at 10:54 a.m.