

- a. **About the Commissioners.** The board of seven (7) commissioners are selected by the Governor (3 Commissioners), President of the Senate, Speaker of the House, Senate Minority Leader and House Minority Leader (1 Commissioner each).
- b. **Appointment Process.** Commissioners are selected to represent each of the four (4) KS Congressional districts based on their residence in that district, civic leadership, and experience. No more than four Commissioners shall be members of the same political party.
- c. **Responsibilities.** Commissioners shall, attend at least four (4) meetings, serve as an officer or as a working member of at least one (1) committee, participate in hearings called by KAAAC, and represent KAAAC as requested by public invitation.
- d. **Officers.** The Officers of the Commission shall be a Chairperson, and Vice Chairperson/Secretary. These officers will serve as the Executive Committee for the KAAAC. The Executive Committee is responsible for Procedures and Personnel issues.
- e. **Compensation.** Commissioners are not paid for their services but do receive reimbursements for travel, lodging and per diem expenses, when appropriate.
- f. **Time Requirements.** A time commitment of about 8 – 10 hours per month for board meetings, committee meetings, orientation sessions, and special events, include preparation time. Most of the work is done in meetings. Full participation of the Board is expected.
- g. **Board Meetings.** The full board meets at least nine (9) times per year, usually on the second Thursday of each month from 10:00 a.m. – 2:00 p.m.
- h. **Committees.** Structure and responsibilities of Commissioners shall be determined by each standing committee: 1) Executive Committee, 2) Budget Committee, 3) Legislative Committee, 4) Public Affairs, Health and Human Services, 5) Education, 6) Business and Economic Development, and 7) Special Projects. The Chairperson is responsible for appointing committee chairpersons and assigning commissioners to committees.
- i. **Committee Meetings.** Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Active committee participation is essential for the KAAAC to effectively complete goals.
- j. **Orientation Sessions.** There will be one half-day orientation session held on a Saturday morning in each district annually. Attendance is mandatory for all Commissioners.
- k. **Other Time Requirements.**
 - i. Strategic Program Planning will be conducted in a rolling three year process to review and update the organizational plan. Year One, the mission/goals/duties are established. Year Two, the programs are implemented and evaluated. In 2011, KAAAC will be reviewing our mission/duties and developing new outcome measures and performance indicators as our Year Three strategy. This will involve several meetings and one day-long retreat.
 - ii. Program Events will be hosted primarily during the legislative session. Commissioners are required to plan and actively plan events through committee involvement.
 - iii. Public Appearances are periodically requested of Commissioners to represent the organization's mission in their respective districts.
- l. **Approach to Governance.** The Board of Commissioners role is to ensure that the KAAAC establishes and maintained the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable in its actions. Our meetings focus on planning, policy-making, and assessing our progress.
- m. **The Mission.** The Kansas African American Affairs Commission will address issues of equity for African Americans and serve as a conduit for programs, legislation, grants, research, and policy advice for state and local organizations.
- n. **The Duties and Responsibilities of the KAAAC**
 - i. Act as advisory to the Governor of Kansas

- ii. Gather and disseminate information and conduct hearings, conferences and special studies on problems/programs concerning African Americans;
 - iii. Coordinate, assist and cooperate with the efforts of the state departments and agencies to draft and implement legislation to serve the needs of African Americans; especially in the areas of culture, education, employment, health, housing, welfare and recreation; Develop, coordinate and assist other public and private association and organizations to provide services to African Americans;
 - iv. Propose new programs and legislation concerning African Americans;
 - v. Evaluate existing programs and proposed legislation concerning African Americans;
 - vi. Stimulate public awareness of the concerns and problems of African Americans by conducting a program of public education;
 - vii. Conduct training programs for community leadership and service project staff;
 - viii. Accept contributions to assist in the effectuation of this section and seek and enlist the cooperation of private, charitable, religious, labor, civic and benevolent organizations for the purpose of this section;
 - ix. Solicit, receive and expend federal funds to effectuate the purposes of this act and enter into contracts and agreements with any federal agency for such purposes; and
 - x. Establish advisory committees on special projects.
- o. Governance Model.** The KAAAC Board utilizes a Policy Governance integrated board leadership model which separates issues of organizational purpose (ENDS) from all other organizational issues (MEANS), placing primary importance on those Ends.

The KAAAC board demands accomplishment of purpose, and the Executive Committee only limits the staff's available means to those which do not violate the board's pre-stated standards of prudence and ethics.

p. Code of Ethics/Conduct

As a member of the KAAAC, I will:

- Be committed to the mission of the KAAAC
- Act in a manner consistent with the mission and values of the KAAAC
- Focus my efforts on the mission of the KAAAC and not on my personal goals
- "Speak with one voice" and express dissent only during the discussion preceding a vote. Once taken, the board's decisions may subsequently be changed, but are never to be undermined
- Accept responsibility and share power in order to work as a productive, cooperating member of the Commission
- Avoid conflicts of interest between my position as a board member and my personal and professional life
- Exercise the utmost good faith in all transactions involving KAAAC or its assets
- Support in a positive manner all actions taken by the Board of Commissioners even when I am in a minority position on such actions

- Never exercise authority as a Commission member except when acting in a meeting with the full board or as I am delegated by the board
- Keep confidential matters confidential
- Be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the KAAAC
- Ensure that discrimination is never practiced at the KAAAC
- Act in a manner consistent with this Code of Ethics/Conduct despite personal opinions, values or difference.
- Attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my duties/obligations to the KAAAC.

After group reading of each item, each Commissioner was asked to sign and submit to the Executive Director.

VII. ED's Update (30 min.)

Mildred Edwards

- General Fund and Budget Review** – Dept. of Administration unable to prepare a report. Will work to develop a report for the October General Meeting.
- Cultivation (31), Collaboration (41) and Administration (96)** activities were reported since the May 2010 General Meeting.

c. **Strategic Plan Update:**

Strategy 1: Finalized the State of AA in KS research targeted issues for project. Writing has commenced.

Employment: Barriers to include justice, education and credit score challenges.

Social Services: TANF recipient demographics and Foster Care rates.

Education: Second grade reading scores and readiness.

Business Development: Opportunities for capacity building and for small to mid-level contracts demographics in KS

Health: Tobacco use and Obesity

Strategy 2: Updates to twitter and Facebook are ongoing. Post legislative scorecard and quarterly newsletter under development. Working on numerous legislative policy and bill draft committees targeting racial profiling, health, and business development disparity/inequities, specifically.

Strategy 3: Partnerships with state agencies continue to grow and opportunities for collaboration abound. See Collaboration section above.

Strategy 4: Met with ED of Multicultural Affairs and Chairperson for the Kansas Michael Tilford Group on Diversity and Multiculturalism to discuss youth and adult civic leadership collaborative possibilities. Also met with KBOR to dialogue collaborative opportunities.

Strategy 5: Partnerships with community based organizations/agencies continue to grow and opportunities for collaboration abound. See Collaboration section above.

Strategy 6: Funding for program events/opportunities is being identified through Dept. of Commerce.

- d. **Other Projects** Gates Foundation Broadband Grant application toolkit development chairperson
- NAACP State Health Chair and Eliminate Racism conference planning committee for Topeka Chapter
 - KS150 The Kansas African American History Trail document development w/Angela Bates
 - KS150 African American Artist Performance Bureau
 - KAAAC Talent Pool for KS Boards
 - TABSE Program Committee
 - Safe Streets Topeka - Character Recognition Committee
 - GTFORP quarterly progress reports
 - Keynote speaker for the WG Williams Foundation Annual Meeting

VIII. **Special Assistants Report** - Tolla White introduced Shawn Bryant, the KAAAC Intern, to the Commissioners.

- a. **Special Projects** – Attended the the Educational Planning Committee meeting on September 03, 2010 where a presentation regarding focusing on the New Nationalization of Education Process was made. Also participated on the final panel discussion on the strategic plan on executing the Serve America Act. Currently on the Savor Kansas committee, formerly the Savor Topeka project. Working on the celebrations scheduled for the month of June 2011.

Presently working with Intern to plan the 2011 Advocacy Days events and possible KS150 essay projects targeting elementary aged youth.

- b. **Intern Projects** – Facebook and Twitter accounts are being maintained and a new weekly historical contest “Question of the Week” on FB to generate more visits. He is also working on updating the KAAAC website and the Post Legislative Scorecard and has updated our Employee Handbook and our KAAAC brochure.

IX. **Announcements** – Each commissioner was invited to complete the Evaluation of the Executive Director provided in the Board Packet and copies were reissued for those requesting additional copies.

X. **Meeting Adjourned at 2:00 p.m. by Chairperson Johnson**

Respectfully Submitted,

Tolla White
Special Assistant to the Executive Director