



BRAINSTORMING MEETING
5 STEPS TO FIVE
January 30, 2018

Objective

How to transition running 5 Steps to Five from the Founders to the Board.

Background

5 Steps to Five was started four years ago by Kent and Mary Alice Warner and Allen Clark. Lisa Fields was hired as a part time Director two years ago. In 2017, the Founders recruited ≈15 Board members. The Founders established and staffed eight Board committees.

Findings

- The Founders are still responsible for many of the tasks required to run 5 Steps to Five.
- Many of the tasks the Founders are performing can be assumed by the Board.
- Some of the tasks should be performed by Staff which is very limited at this time.
- Committees with very defined functions such as legal and finance seem to be operating well.
- **Committees with less defined functions such as program are having more difficulty setting their objectives.**
- **The Executive Committee needs to define the organization's immediate needs/objectives/challenges and then spell out specific goals and then tasks for the appropriate committees.**
- **There may be value in setting explicit objectives for each committee.**
- The Board should review Allen's list of work projects and determine what can be assumed by the Board and what can be done by the staff.

Present at the Session

<u>HBSCNY Community Partners</u>	<u>HBS Alumni Volunteers</u>
Calvin Mew, PMD 1984, Moderator Hal Kennedy, MBA 1984, Coordinator	Claire Diesen Steinberg, MBA 2010 Dinah Howland, MBA 1986 Bill Meurer, MBA 1990 Jeff Smith, PMD 1995

<u>5 Steps to Five</u>	<u>Board</u>	
Kent Warner, Cofounder, Copresident Mary Alice Warner, Cofounder Allen Clark, Cofounder, Copresident Lisa Field, Executive Director	Carolee Brakewood Rachel Fleming Emily Hurd Robin Janvanovich Alan Kelsey Peter Larr	Ann Magalhaes Gretchen Snyder Arthur Stampleman Leanne Tormey Susie Zachman