

NBU BOARD COMMITTEES AND MEETING SCHEDULES

Effective 12/6/2024

Audit Committee

(MEETS ONCE PER YEAR IN AUGUST AND AS NEEDED)

The Audit Committee is responsible for the oversight of financial reporting and internal controls, as well as the internal and external auditors' activities.

1. Yvette Villanueva Barrera
2. Stuart Blythin

Budget Committee

(MEETS ONCE PER YEAR IN MAY)

The Budget Committee is responsible for the oversight of development of the budget to ensure shared understanding in the Outcomes goals and their incorporation in the NBU budget.

1. Wayne Peters
2. Judith Dykes-Hoffmann

Investment Committee

(MEETS ONCE PER YEAR IN FEBRUARY AND AS NEEDED)

The Investment Committee is responsible for the oversight of NBU's investment assets, the review of the portfolio performance and investment policies of NBU, and to provide recommendations for the Board of Trustees' approval to ensure that investment activities are in compliance with the Texas Public Funds Investment Act and NBU's Investment Policy and in furtherance of the company guidelines and objectives.

1. Yvette Villanueva Barrera
2. Stuart Blythin

Legislative Committee

(MEETS AS NEEDED – USUALLY DURING LEGISLATIVE SESSION)

The Legislative Committee is responsible for the development of comprehensive legislative strategies for NBU, including determining which state or national legislative initiatives NBU would like to endorse or oppose; work with the CEO and staff on the effective and timely implementation of those strategies; develop NBU's positions on various legislative initiatives and undertaking such research as may be necessary to support such positions.

1. Wayne Peters
2. Yvette Villanueva Barrera

**Public Information Act Committee
(MEETS AS NEEDED)**

The Public Information Act Committee is responsible for identifying procedures and methods for maintaining compliance with the Public Information Act and ensuring transparency.

1. Judith Dykes-Hoffmann
2. Stuart Blythin

**Records Management Committee
(MEETS ONCE PER YEAR AND AS NEEDED – TIMELINE MAY DEPEND ON
DESTRUCTION APPROVAL)**

The Records Management Committee is responsible for promoting sound records management practices through the development of a Records Management Policy for use by the NBU staff, review the performance of the program on a regular basis, propose changes and improvements if needed, and provide final approval for the destruction of records in accordance with approved records control schedules.

1. Yvette Villanueva Barrera

**Water Infrastructure Maintenance Committee
(MEETS AS NEEDED)**

The Water Infrastructure Maintenance Committee is responsible for evaluating options related to NBU's obligation, through its water rights, for operating the Mill Pond Dam.

1. Judith Dykes-Hoffmann
2. Yvette Villanueva Barrera

**Ad hoc Community Advisory Panel Board Committee
(MEETS AS NEEDED)**

The Board Compensation Ad hoc Committee is responsible for reviewing NBU Board compensation levels and determining when and if increases are necessary.

1. Wayne Peters
2. Mayor Neal Linnartz
3. Chair of Community Advisory Panel

**Ad hoc – Facilities Master Plan Committee
(MEETS AS NEEDED)**

The Facilities Master Plan Ad hoc Committee is responsible for evaluating options related to the evaluation of NBU’s existing facilities, and how, when, and where to expand to meet current and future facility needs.

1. Wayne Peters
2. Judith Hoffmann

**Ad hoc – Governance and Personnel Committee
(MEETS AS NEEDED)**

The Governance and Personnel Ad hoc Committee is responsible for providing guidance, oversight, and support for the development of Board policy and governance, along with the evaluation and compensation of the Chief Executive Officer.

1. Board President
2. Board Vice President

**Headwaters at the Comal Non-Profit Board
(MEETS MONTHLY)**

The Headwaters non-profit board is responsible for the coordination and oversight of the development of NBU’s former warehouse yard located at 333 E. Klingemann, now referred to as “The Headwaters at the Comal.” The Headwaters non-profit board is comprised of the CEO, CFO, (2) appointed members from the NBU Board of Trustees, and (3) community members. This board meets at least monthly to provide direction and support on the implementation of the Master Plan developed for the property, including fundraising, program development, and a long-term sustainability plan for the project.

1. Wayne Peters
2. Judith Dykes-Hoffmann