

## **11\_2\_2015 FINAL minutes, Governance Committee**

Present: Nancy Stearns, Nancy Manning, Chris Hugues, Evelyn Bless, Jan McCarthy

Also present: Paul Berg, Bill DeMare

Called to order 1:04 pm.

Chair: Nancy Stearns, minutes: Evelyn

**Approval of minutes.** Motion to approve: Jan mcCarth. Second: Nancy Manning. Correct spelling of "McCarthy." Approved.

### **Board applications.**

- Diane Leeper has applied to Board. Paul will invite Diane to Programs meeting. Evelyn will talk to Diane about an interview before or after Finance or Board meeting.
- Bill will ask HOA Phase II president about Sandra's replacement.

### **Policy research:**

- Suggestion was made to separate out policies and submit only them to Board. The rest are procedures/guidelines/codes that do not require Board approval.
- Action for next month: we should all go through and separate.
- Customer service: tabled; Evelyn is still working on additions.
- We need to review the bylaws in order to check for policies.

**ED Performance Review form:** Nancy Stearns should send out reminder to Board to do review and request any needed info from Paul.

**Committee responsibilities:** All formal committees should write up a mission and list of responsibilities. Subcommittees should have task or purpose statements. Evelyn will draft responsibilities.

Adjourned: 2:45 p.m.

Next meeting: Dec. 3, 2015.