

2_4_2016 FINAL Minutes, Governance Committee

Present: Nancy Stearns, Nancy Manning, Neil Smith, Chris Hugues, Jan McCarthy
Also present: Paul Berg
Called to order 1:05 pm.

Chair: Nancy Stearns, minutes: Nancy Manning

Approval of minutes. Motion to approve: Chris. 2nd: Nancy M. Approved unanimously as corrected.

New Committee member: Neil Smith has agreed to serve as the third Board member of this Committee.

Policy Book Update: The Board of Directors were each given the drafted Policy Book at the January Board meeting. They will review it and separate procedures from policies and have discussion and vote on it at the February meeting.

Committee Responsibilities: this will be worked on after we complete the Handbook.

Board of Directors Handbook: Jan presented the beginning draft of the handbook. Her goal was to build a sense of the Center – its vision, mission, and core values. She used three documents as her basis: the FCCC Bylaws, the Articles of Incorporation, and the Agreement Between Hillsborough County and the FCCC For the Management & Operation of the CCC.

The Handbook begins with a statement of the vision, mission, core values and goals of the CCC. The table of contents and the introduction, leadership and part of the governance sections were laid out. The committee was impressed and thanks Jan for her hard work on this important new document.

Action items:

- Committee members will review the Handbook and bring feedback to next meeting
- Jan will write up the next several pages
- Paul will bring a Board self-assessment form for us to consider
- Paul will send all committee members the latest version of the FCCC Bylaws, dated 10/15/2014.

Adjourned: 2:30 p.m. Next meeting: March 3, 2016.