

### **3\_7\_2013 FINAL Governance Committee minutes**

Present voting members: Nancy Stearns, Evelyn Bless, Sandra Harrington, Bob Kerns

Absent voting members: Libbie Jae, Nancy Manning

Also present: John Miley, Paul Berg

Chair: Nancy S., minutes: Evelyn

Call to order 1:10 p.m.

**Approval of minutes.** 2/7/2013 and special 2/19/2013 minutes: motion Evelyn; 2<sup>nd</sup> Sandra. Approved.

**Mission.** Mission and responsibilities were developed for the annual meeting. Action item: Paul should forward. (Note: Instead, Evelyn includes them here:)

**Mission:**

The Governance Committee is responsible for evaluating applicants to the Board and for oversight of Board policies, procedures, forms and initiatives.

**Responsibilities:**

- Evaluate new applicants to the Board of Directors.
- Prepare new and modified Board policies, procedures and forms.
- Monitor Board initiatives/objectives as needed.
- Submit recommendations to Board.

Nancy S. will include the mission from now on in the committee's agenda.

**Board candidates.** John Miley has a candidate to nominate who recently joined the Facilities committee. He has buildings and parks experience and will bring new ideas about integrating Center facilities and programs with community land.

**Action items:** 1) Evelyn will ask Kathy Sutton to inquire of Jan McCarthy if she has contacts whom she recommends for future Board membership. 2) Evelyn was to inquire about last name of lawyer for athletes. Athletes or their wives may become supports/advisory board members.

**Policy research.**

- **Storage location.** Paper copies of Board meeting minutes and other doc files are in binder in Kathy's possession. Electronic records from server and website are stored via a storage contract offsite in another state. Onsite computer backups are done and stored by Alan Preston free of charge. Question: from what date do we store? Answer: from time of contract signing

w County (suggested) or other date to be determined. We need to make sure electronic data locations are in binder so can be found as needed.

**Action item:** Paul will ask Kathy to keep binder on premises.

- **Extracting Board policies and procedures.** Bob Kerns went through the docs once and flagged items. We need to copy over relevant policies into a second binder, which will then be given to the committee to work through.

**Action item:** Paul will ask Barbara Kime if she can work with Bob Kerns on creating and organizing a binder with policy and procedure data.

**Agenda item, next month:** Bob to report back on progress next month.

**Board self assessment.** Paul suggests adding a sheet for each Board member that gives information on their contribution, in \$ and leadership, as a way to encourage Board members to remember their obligations and become more active.

**Action items next month's meeting:** 1) Paul to bring tabulated results. 2) Paul to bring date of last assessment.

**Agenda item for next month:** Vote on whether to add individual sheet to self-assessment, whether to do annually.

**Adherence to commitment to service.**

**AGENDA ITEM FOR BOARD:** When starting a new term, Board members are to re-sign commitment to service. The three members who started new terms in January were not given this to sign. 1) Did Board ask all members to sign the revised form after approving the changes in January? (should be in minutes). 2) Have copies of new form for Board members to sign at the meeting.

**New Board member orientation.** Schedule and followup. Should take place in first month after joining Board. It has been unclear who was responsible for scheduling, and so new Board members have never been given orientation, etc. Governance Committee will be responsible for scheduling and followup to ensure steps are done.

Evelyn volunteered to be the responsible person within the committee.

**Strategic planning.**

- Monitoring of current strategic plan objectives should be **standing agenda item** in this committee.

- Need strategic planning session late this year: probably September.

**Agenda item next month:** discuss whether to use Eddie again or another person, date of session.

Adjourned 2:30 p.m.

**Priorities and capital for expansion:** After adjournment, committee discussed county's Capital Investment Tax and how we go about getting on the list to be

awarded money from this fund. Takes @ 5 years. It is a long-term process. We need to ask commissioners, "how do we get on the list?"

Having a strategic plan that makes it clear how we see ourselves moving forward, including with facilities expansion, is a vital part. What will we use the money for? Expansion of the Studio: needs to be carefully thought out as to uses and integrated with our strategic plan. May require some kind of comparison study of other facilities in area. Our 501c3 specifically mentions education. We need to ask ourselves, what are our future priorities?

Adjourned again 3 p.m.

**Next meeting: April 4, 1 p.m.**