

## ***5\_2\_2013 and 5\_7\_2013 FINAL Governance Committee minutes***

Present voting members: Nancy Stearns, Evelyn Bless, Sandra Harrington, Bob Kerns, Nancy Manning, Libbie Jae (late)

Also present: John Miley, Paul Berg

Chair: Nancy S., minutes: Evelyn

Called to order 1:06 p.m.

**Minutes 4/4 approved:** Motion: Evelyn; 2<sup>nd</sup>: Bob. Approved.

### **Strategic plan monitoring: (Evelyn)**

- Customer satisfaction: surveys member, staff, instructor, student, volunteer. Due Jan. Paul will send internal in one month, member/volunteer/student in two months.  
**Action item:** Paul will send surveys to committee members.  
**Action item for next month:** committee members to review and return feedback to Paul
- Customer satisfaction: problem tracking. Paul feels we are doing what needs to be done. Volunteers are empowered to handle on their own; if not, bring to attention of lead volunteer. Problems beyond will go to committee.
- Org Efficiency: org design and structure, Kathy + 3, Dec '12.  
**Action item:** Evelyn will follow up with email to Kathy.
- BOD efficiency: evaluate, Governance Committee. We are taking this up shortly.

**Board candidate update:** Victor Kormanik withdrew to avoid sunshine conflict since he and Bill are on same boards; Bill DeMere, Phase II President, applies to represent Phase II.

**Action item:** John Miley will discuss w Ken Tinkler: does sunshine law apply to nonvoting observers. If a person isn't voting member, even if they attend and contribute to meetings, they're not a formal "member" of committee. Capital Improvement Steering Comm. will have multiple BOD members: we will need to ensure meetings are noticed and minutes kept so everything is open to public.

**Action item:** Evelyn is giving Jennifer and Victor a tour next Monday; Paul will invite Bill DeMere also.

**Action item:** In effort to expedite Bill DeMere application, Paul will 1) ask for his application and vitae; 2) try to set up a meeting next week at 3, to be immediately followed by meeting at 4 of Gov Committee to discuss and vote on moving candidacy forward. Paul will do background check.

**Policy research:** Bob Kerns, Barbara Kime. BOD minutes that refer to policies. Paul wants them to address separately. Moving forward.

**Board self-assessment:** tabled to next month.

Action item: ALL members are to look at survey, identify items to be focused on.

**New Board Member Orientation:** Ev will schedule and ensure each new member goes through all steps. We clarified language of last step in Orientation.

**For Consent Agenda next BOD meeting:** include minor language changes to revised Orientation as part.

Capital Improvement Plan list: tabled to next month.

2:20 pm adjourned.

### **5\_7 Governance Committee meeting**

Present voting members: Nancy Stearns, Evelyn Bless, Libbie Jae, Bob Kerns

Absent voting members: Sandra Harrington, Nancy Manning

Also present: Paul Berg, Alan Preston, Bill DeMare

3 pm

Interview with Bill DeMare about his Board candidacy, followed by formal meeting of Governance Committee.

Called to order: 4:05 pm

Chair: Nancy S.; minutes: Evelyn

Brief discussion of candidate. Motion to recommend Bill DeMare to Board for acceptance as Director by Board of Directors: Evelyn. Second: Bob. Passed unanimously.

**Agenda item for Board:** recommendation of Bill DeMare to Board.

Adjourned: 4:09 pm.