

7_6_2017 FINAL Governance Committee minutes

Present: Nancy Stearns, Nancy Manning, Jan McCarthy, Neil Smith, Evelyn Bless

Also present: Paul Berg

Absent: Chris Hugues

Called to order: 1:00 pm

Minutes from June: Motion to approve: Neil. Second: Nancy. Change of action item to “month” from “week” and change in Advisory Board details to “under discussion.” Approved unanimously.

Review of BOD Handbook: continued to end; completed review of text. Next step is review by full Board.

- **Motion** by Evelyn: Prepare a draft of Handbook with today’s updates (minus appendices) for July 19 Board meeting. Distribute paper copies to Board in the July meeting. Request Board members to review and be prepared to vote on the Handbook in August Board meeting. 2nd: Neil. Approved unanimously.
- Alcohol policy: includes County ordinance and Center’s own policy.
Actions:
Paul will send Alcohol Policy to Nancy Manning for inclusion in Appendices.
Nancy Manning will consolidate Handbook changes and send to Paul.
Paul will prepare 3-ring binders containing the draft Handbook for Board members.
Nancy Stearns will introduce the Handbook at July Board meeting.

Other points raised:

- **Bylaws change:** Bylaws state ‘fiscal year and calendar year shall be the same.’ Correction is: ‘fiscal year shall be same as County’s’.
Action: We will put this on a list of future Bylaws changes so we can obtain Board approval and refile with County for all changes at the same time.
- **Advisory Board:** for future discussion.
- At some point, the Handbook and other Board-related documents will all be easily available on a webpage.

Orientation program for new Board members: tabled to next month.

Newbusiness: The Board Self-Assessment fingered other items, such as planning for new Board members, that we have not yet addressed. Many of these will be part of strategic (long-range) planning goals. We have started the strategic planning process with collection of Board and staff comments in a SWOT analysis.

Action: Evelyn will send the SWOT analysis to all committee members.

Adjourned 2:35 pm

Next meeting: August 10, 1 pm (note change in date)