

## 8\_10\_2017 FINAL Governance Committee minutes

Present: Nancy Stearns, Nancy Manning, Jan McCarthy, Neil Smith, Chris Hugues

Also present: Paul Berg

Absent: Evelyn Bless

Called to order: 1:05 pm

**Minutes from June:** Motion to approve: Neil. Second: Nancy M. Approved unanimously.

**Review of BOD Handbook:** Nancy Manning pointed out that some of the BOD procedures do not appear in the Appendix, even though their content is included in the Handbook.

**Action:** Nancy M. will add these to the Appendix, insert the references within the text, and send a list of these changes and the corrected Handbook to Paul to distribute to Board members for consideration.

**Orientation program for new Board members:** tabled

**New Business:** Future projects, in suggested order:

- Development of an operational calendar to help guide the committee's actions throughout the year.
- Discussion of the Advisory Board – title and mission
- Discussion of Board member orientation, recruitment and retention
- Review of the Bylaws, Handbook and Board self-assessment
- IRS Form 990: This committee may be able to help the Finance Committee with some reporting that goes into Form 990 in future years.

**Action:** Members will compile their suggestions/comments for the calendar and send to Nancy M.

Adjourned 2:03 pm

Next meeting: September 7, 1 pm