

## ***FINAL Governance Committee Minutes, August 6, 2015***

Present: Nancy Stearns, Sandra Harrington, Chris Hugues, Nancy Manning

Absent voting members: Evelyn Bless, Libbie Jae

Also present: Mary Ann Bardi, John Miley

Chair: Nancy Stearns; minutes: Nancy Manning

Called to order at 1:15 p.m.

**Approval of July Minutes:** Nancy Manning moved; Sandra H. seconded, that the July minutes be adopted. Approved unanimously.

John M. brought up the lack of Board of Director Meeting minutes on the CCC web site.

**Action item:** Nancy S. will follow up with Paul Berg and Adrienne Hutelmyer.

**Action Items from July meeting:** All non-board committee members need to take the Sunshine Law training and sign the Conflict of Interest statement each year. Paul needs to bring this document to our next meeting and to the Programs and Events Committee for signing.

**Action item:** Nancy S. will follow up.

**Jim Burge Recognition:** Nancy M. suggested that a good way to recognize Jim's many contributions to the CCC would be to host a Jazz Festival in his honor. This could bring in many of his fans and colleagues and could even become an annual event.

**Action item:** Nancy S. will follow up.

**Board applications:** Dr. David Rowlands: Nancy S. to set up an interview appointment, trying for Aug. 14 at 1:00.

**Policy Handbook:** The ED performance review procedure was reviewed and a few changes were made. Only the ED Performance Review Form remains. A few comments were made on it, and it will be gone over in detail next month.

### **Action items:**

- Nancy S. will get a copy of Paul's job description
- Next month everyone should be prepared to discuss the review form
- Next month committee members should be prepared to finalize the Policy Handbook

Meeting adjourned at 2:30 pm. Next meeting will be September 3.