

## 5-2-2019 Governance Committee minutes

Present: Nancy Stearns, Nancy Manning, Chris Hugues, Sharon Danaher, Evelyn Bless, Chris Hugues, Neil Smith, Paul Berg.

Chair: Nancy Stearns; minutes: Evelyn. Called to order at 1:05 pm.

**Approval of April minutes:** Motion to approve: Nancy M. 2<sup>nd</sup>: Neil. Approved with change of date for Document retention purge process.

**Review of BOD Handbook and Bylaws:** Reviews completed.

- Changed “Advisory Board” to “Advisory Council” in all occurrences here and in Bylaws. Minor revisions elsewhere, including, from time to time, eliminating wordiness.
- We agreed that Handbook will go to Board first; Bylaws in a second meeting.
- Motion to send the BOD Handbook, after Nancy Manning makes changes from this month, to Board for review and approval in May meeting: Evelyn. 2<sup>nd</sup>: Neil.
- Motion to send revised Bylaws to Ken Tinkler, our attorney, for review and approval before sending to the Board: Sharon. 2<sup>nd</sup>: Chris.

**Action items:** Nancy Manning will update Handbook, appendices and Bylaws with changes. Will send revised versions to Paul. Paul will send Bylaws to Ken Tinkler; will prepare copies for the Board.

**Calendar** in Handbook and separate handout for Board and Governance: review started.

**Action item:** Chris will update with changes.

**Agenda item for next month:** review and update.

**Old Business:**

- Board Self-Assessment: standardize the term by eliminating any places where it is called Self-Evaluation. **Action item:** Evelyn will check.
- Board Composition Matrix: **Action:** Evelyn will send to Paul with request to put on Board agenda this month.

Adjourned 3:10 pm.