

## 7-11-2019 rev. Proposed Governance Minutes

Present: Nancy Manning, Neil Smith, Sharon Danaher, Evelyn Bless

Also present: Paul Berg

Absent: Chris Hugues

Called to order 1:08 pm. Chair: Paul. Minutes: Evelyn

**Resignation of Nancy Stearns.** Nancy was chair of this committee. Since the committee agenda is driven by the calendar, the committee can continue without a lead or with a different acting lead for each meeting. Evelyn volunteered to be acting lead but pointed out that a difficulty with taking this role permanently is that she is out of town frequently. The Board President determines the chair.

**Adoption of May minutes.** Motion: Neil. 2<sup>nd</sup>: Nancy. Adopted unanimously.

**Frequency of committee meetings going forward.** Discussion:

- This year was very productive, accomplishing everything on the committee's agenda (Handbook, Bylaws, review of procedures, review of forms, new member orientation, etc.). Bylaws and Handbook changes cannot be every other year. There are no major tasks outstanding at this time except overall Calendar review.
- The committee agreed to rest for a few months.
- Meeting schedule should be determined by the Calendar, new processes or needed overhauls, and Board applications.
- Next meeting will be in October.

**Handbook.** Adopted by Board 6/19. **Action:** Nancy Manning will update with 6/19 date and send to committee and Board. **Note:** We need to revise the Board Self-Assessment before March (it contains some old content).

**Succession plan for Board officers.** Not needed, as succession is covered in the Bylaws. **Action:** Nancy Manning will ask Chris to delete this from the Calendar.

**New Board members.** **Action:** Evelyn will bring up topic at next Board meeting.

**Items to be addressed in October:**

- Bylaws: clarification of changes recommended by Ken Tinkler. **Action:** Paul will ask Ken and bring answers to the meeting.
- Calendar review. (Spreadsheet) **Action:** Chris will update and bring copies to October meeting.
- Committee annual report form: due to go out to Board in October. Review if needed.
- ED performance review: review and update.

Adjourned: 1:45 pm. Next meeting Oct. 3.