## **Governance Committee proposed minutes, Jan. 2, 2020**

Present: Sharon Danaher, Chris Hugues, Nancy Manning, Neil Smith, Sophia Denicolo, Evelyn Bless  
Also present: Paul Berg

Chair & minutes: Evelyn

Called to order 1:05 pm

**Approval of Nov. minutes**. Motion: Sharon. 2nd Chris. Minor changes to wording and sentences. Approved unanimously.

**Commitment to Service**.Needs to be updated with $1000 annual donation, as Board approved for 2020. Board re-signs Commitment to Service in January. Motion to update: Nancy. 2nd: Chris. Approved unanimously. **Action**: Nancy will update, send to me and to Bill DeMare.

**Bylaws**. Ken Tinkler comments. No action. Tabled to next meeting.

**Board Self Assessment**.We have two versions currently in use: 2018 version in Handbook, 2017 version that corrects numbering and confusion of “mission” and ”vision”.

* Should we use SurveyMonkey instead of a Word document? SurveyMonkey is free for small groups but limited to 10 questions. Consensus: not this year. We will send out online version so Board members can fill out online or print paper and drop off.
* Due date is April 1. Leave off year. Keep Paul Berg as drop-off point.
* Discussion on which version to use: Use 2018 introductory paragraph. Use 2017 Rating scale paragraph. Keep 2017questions. Some may need tweaking. **Action**: Nancy Manning will review and incorporate changes, then bring to March meeting. We will review and approve final in March for sending out.

**Calendar review**.

* Operational calendar. Changes: ED performance review items moved from February to January. Add word “form” to second item for October.
* General calendar for BOD and committees: Chris will update with current changes and email to committee members. This calendar is to be shared with Board/Executive Committee, as it lists objectives, derived from Handbook, for various committees.
* Governance Committee calendar from Chris. We will examine again for future schedule. The calendar is listed below:  
  Feb: Review and implement Board Self-Assessment.  
  May: Review and update orientation for new Board members. (Appendix H)  
  May/June: Prepare, disseminate updates to Handbook.  
  June: Review Bylaws, policies, practices  
  October: Review and update ED performance review procedures and form.  
  Nov: Complete committee annual report form (Appendix S).  
  Ongoing: Receive and review BOD applications.

Adjourned: 2:25 pm

Next meeting: March 5, 1 pm