



HSC Nominating and Governance Committee

Tuesday, June 3, 2025 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 832 3523 8303

Passcode: 064202

June 2025 Meeting Minutes

Quick recap

The team reviewed and approved the revised HSC AI Note-Taking Policy to be presented to the HSC Board during their next meeting. They also reviewed the first draft of the Committee Chair Position Description and discussed doing a presentation to the HSC Membership on the resources available on the HSC website.

Next steps

- Kim: Send the final AI policy to Torrie for the HSC Board meeting tomorrow
- Kim: Add language about committee chairs' responsibility for ensuring board appointees to the committee chair description
- Kim: Add language about committee updates at HSC membership meetings to the committee chair description
- Torrie: Consider organizing a website tour during a future HSC membership meeting to help members navigate and find resources

Summary

AI Policy Updates

The team reviewed and approved several additions to the AI policy, including a requirement for human note-taking if AI is not consented to, and a protocol for indicating AI usage and human review in meeting minutes. They agreed that if a facilitator fails to comply with the policy, the issue should be reported to Torrie, who will handle complaints and retraining.

The group discussed finalizing the policy document for tomorrow's board meeting, with Kim planning to send the final version to Torrie for distribution.

REC Name Change

The group discussed the REC's name change and communication strategy. Chara expressed caution about being too vocal about their beliefs, while Kisha and Alicia advocated for authenticity and openness. They debated whether to change the committee's language and terminology to ensure funding, but agreed that any changes should be decided by committee members. Chara noted that some committee members had dropped off, possibly due to external pressure, and suggested that the changes might be necessary to protect funding.

Kim and Chara discussed concerns about HUD contract restrictions on using funds for DEI initiatives, noting potential penalties for misuse and the risk of attracting individuals motivated by these restrictions rather than the group's mission. Chara expressed a desire to tone down public statements about their changes in language and branding to avoid unnecessary scrutiny, emphasizing that the group's core mission remains unchanged despite administrative pressure to adapt.



HSC Nominating and Governance Committee

Tuesday, June 3, 2025 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 832 3523 8303

Passcode: 064202

Committee Chair Position Description Review

The group reviewed and discussed a draft position description for committee chairs, with Kim explaining her detailed approach to formalizing the selection process. Chara and Alicia agreed with the proposed terms regarding term length, selection methods, and time commitments, though Chara raised a question about whether to include specific language about committees with Board appointees, which Kim decided to consider further.

Kim suggested adding language to the policy about required duties, clarifying that chairs or their designees are responsible for ensuring an appointee, but agreed that the method of selection should be left up to individual committees.

The group reviewed and discussed two sections of a document outlining committee chair responsibilities, with Kim explaining she had split the duties into tasks the chair must personally handle and those that can be delegated. The team agreed the first section looked acceptable to all members, while they discussed the timing for distributing meeting minutes, with Kim suggesting a one-week standard.

The committee discussed the process for distributing meeting minutes, with Kim explaining that she currently sends completed minutes to Torrie for website archiving rather than distributing them to committee members.