

Governance and Nominating Committee Meeting

10/20/2020

Attendance: Kristin Rucinski, Maggie Carden, Kim Sutter, Brad Hinkfuss, Matt Julian, Melissa Mennig, Liz Duffie, Takisha Jordan, Dana Stokes

1. Bylaws Vote – passed at the HSC meeting today. Need to put updated by-laws on the website.
2. Attendance tracking for committees –
 - a. Will have people fill out the forms for themselves
 - b. Link on HSC website. Include instructions with email address for questions
 - c. Question about who is going to manage the tracking form, cleaning/sorting the list on the backend, looking for any errors or issues people have completing the form.
 - i. The Gov and Nominating Committee will take responsibility to ensure that someone is assigned to fill this role. Kim Sutter volunteered to manage the list. Kristin will make sure she has access to the form.
 - d. Need to send out instructions to the HSC about completing the form for previously attended committee meetings.
3. Board Member Job Descriptions
 - a. Need to edit to reflect three-year terms.
 - b. Add information about Board meeting attendance requirements and expectations.
 - i. List who to contact if you cannot make a meeting
 - ii. Include requirements about how many meetings Board Members must attend
 - iii. Quarterly meetings – would like to bring this up to the Board. Does the Board want to resume having quarterly meetings? Decide what would be included in the quarterly meetings and set dates.
 1. Update the job descriptions to make quarterly meetings more conditional (there “may” be quarterly meetings)
 - iv. Liz will revise the descriptions by the end of the week and send them to the committee to review. Want to hold off sending out the nomination form and descriptions for a few days until Liz makes the revisions.
4. Nomination Process
 - a. No issues with the proposed dates and timeline
 - b. Limit candidates time for speaking at the membership meeting to two minutes per the nomination process described in the by-laws
 - c. Update the list of Homeless Services Agencies to include agencies receiving ESG-CV funds – do not need to specify ESG-CV in the list of fund sources.
5. HSC Chair/Vice-chair nominations
 - a. Edit document to say “HSC Membership Chair” at the top of the nomination process document to differentiate from Board President
 - b. Chair Job Description – Edit Title
 - i. Member, Board of Directors (HSC Membership Chair Seat)

** Did not finish discussion about board member recruitment – will have another meeting Thursday 10/22 at 3pm