



HSC Nominating and Governance Committee

Tuesday, July 1, 2025 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 892 7665 6024

Passcode: 551375

July 2025 Meeting Minutes

Quick recap

The meeting focused on finalizing committee chair descriptions and discussing the REC name change. The group reviewed election timelines and board member recruitment procedures, including specific dates and requirements for nominations and voting. They also discussed updates to governance documents, including board position descriptions and the need for future bylaw revisions.

Next steps

- Chara to send complete REC name change and committee description to Kim
- Kim to update bylaws with new REC name (VDCC), and schedule future membership votes
- Kim to send updated committee chair description to Torrie for distribution to committee chairs with the link to the attendance spreadsheet and encourage them to update attendance

Summary

Committee Chair Position Description

The team reviewed updates to the Committee Chair position description, including providing updates monthly to the HSC Membership and ensuring there is a process for filling appointed seats to the Board prior to the upcoming term as well as filling any midterm vacancies. Kim will send the final version to Torrie to send to committee chairs along with a reminder to use the attendance spreadsheet.

REC Name Change

Chara mentioned that the REC was advised to change their name and committee description. They have a new name – Voices of Dane County Committee (VDCC), but are finalizing their updated committee description. When that is complete, she will send it to Kim to make changes to the bylaws and then coordinate voting on the bylaw changes.

Election Timeline and Procedures

Kim outlined the election timeline for the upcoming year, detailing key dates and processes. The timeline includes initial contact with the Membership Chair in August to get on the agenda for September and October membership meetings. The team also reviewed nomination periods, candidate questionnaires, and electronic voting procedures. Chara agreed to handle the electronic ballot for the elections. The process will culminate in October with the membership meeting, where elections will be conducted, and results will be announced the following week.



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Board Member Recruitment Timeline

Kim and Chara discussed the timeline for board member recruitment and selection. They agreed to reach out to vacating board members in late August to gauge interest, with Kim planning to send out recruitment information on September 3rd. They decided to review the process for adding more candidates at the 9/9 N&G meeting. Kim noted that this year there are fewer seats being vacated than in previous years.

Board Candidate Questions

The meeting focused on discussing board and membership chair candidate questions, with Kim outlining key questions for each role. Chara raised a question about whether the membership chair position, which involves facilitating large membership meetings, should be exempt from serving on additional committees, as this role already requires significant time commitment. Kim agreed to add this topic for further discussion next year, noting that while it's not explicitly stated in the bylaws, it may be addressed during the upcoming review of the code of conduct and conflict of interest policies. They agreed to include a new question about what participants hope to gain from serving in a particular role, as Chara believed it highlighted leadership opportunities. They decided the questions were clear and concise, with no further edits needed.

Board Position Description Update

The team reviewed the Board of Directors position description, updating the REC references to "Voices of Dane County Committee" (VDCC), and changing the language in one bullet point for clarity.

Governance Document Updates and Planning

Kim mentioned working on an annual roadmap for document revisions. The group discussed progress on Board Executive Committee descriptions, noting improvements in their approach to writing position descriptions. They also touched on the need to revisit the bylaws, acknowledging the challenges involved due to recent changes and the passage of time since their last comprehensive review.