

### 3-7-2019 Final Governance Committee minutes

Present: Nancy Stearns, Nancy Manning, Chris Hugues, Sharon Danaher, Paul Berg.

Absent: Evelyn Bless, Neil Smith

Chair: Nancy Stearns; minutes: Nancy Manning. Called to order at 1:18 pm.

**New Committee Member:** Nancy S. introduced and we all welcomed our newest member, Sharon Danaher.

**Approval of February minutes:** Motion to approve: Nancy M. 2<sup>nd</sup>: Chris. Some corrections were suggested and discussed. Minutes were accepted unanimously with those few changes.

**Review of BOD Handbook:** The handbook and its appendices were reviewed page by page. The goal is to bring it up-to-date with current policies and procedures. Next month this will be completed, beginning at page 32.

**Action item:** Nancy Manning will update the handbook draft and appendices as discussed and send to everyone.

**Action item:** Lawyer Ken Tinkler will present the Sunshine Law and Public Records Act review at this month's Board of Directors meeting, March 20, at 4:00. All Committee members as well as Board members are required to attend.

**Action item:** Committee members will sign the Conflict of Interest forms for 2019 at next month's Governance Committee meeting.

Adjourned 2:50 pm.