



Governance Committee Report
Prepared by Randall H. Miller, Chair
Date Submitted: 11/20/2015

The Governance Committee is charged with the following

Basic Function: The Governance Committee is Responsible for managing the process of soliciting new board members. It has the direct responsibility for coordinating the board's composition, development, evaluation and internal processes.

Responsibilities: To prepare priorities for board composition.

Draft a recruitment plan and continuously cultivate new prospects.

To meet with prospective board members and recommend candidates to the board.

To recommend a slate of officers to the board.

Develop job descriptions for board members

Orientate new board members and provide continuing education of all members on their responsibilities.

Ensure that the board regularly engages in self assessment

To suggest new, non-board individuals for committee membership.

Date & time of meeting: September 9, 2015, 12:00 PM central time via conference call

Attending: Randall Miller, Chair, Ray Henning, J. Eric Smith

Excused: Brent Asplundh

Staff: Barb Duke

Accomplishments:

- Agreement on concept language for a gift acceptance policy to be drafted by Eric Smith.
- Review of UAA directed grant of \$250K for process slow
- Governance Committee membership discussion

Date & time of meeting: October 14, 2015, 12:00 PM central time via conference call

Attending: Randall Miller, Chair, Brent Asplundh, Ray Henning

Excused: Tom Wolf

Staff: Barb Duke

Accomplishments:

- Reviewed and approved Gift Acceptance Policy as drafted by Eric Smith. Forwarded policy on to the Development Committee with a recommendation for approval.
- Utility Arborist Association grant reviewed in the context of grant policy. Grant paid in full, but final reports and deliverables have not been received.
 - Proposed grant retention policy concept language.
 - Recommend research committee should be notified of extension requests. Proposed that extensions should not be management's purview
- Committee membership discussion – follow-up on trustee recommendations for committee membership and suggestions for non-trustees.
 - Tom Wolf – Finance committee (and governance if he is willing)
 - Terry McGonegle for Finance Committee
 - Dennis Beam for Governance
 - Jeff Wilson – Development and Communications Committee
- General discussion of board member succession

Date & time of meeting: November 18, 2015, 12:00 PM central time via conference call

Attending: Randall Miller, Chair, Brent Asplundh, Ray Henning, J. Eric Smith

Excused: Tom Wolf

Staff: Barb Duke

Accomplishments:

- General discussion of candidates to recruit for committee membership. Task list for follow-up.