



**Governance Committee Report**  
**Prepared by: Steve Geist, Chair**  
**Date Submitted: September 23, 2016**

***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.

**Meetings:**

		June 8 2016	July 13 2016	Aug 16 2016	Sept 14 2016
<b>Attending</b>				unofficial	
<b>Chair</b>	Steve Geist	P	P	P	P
<b>Trustee</b>	Brent Asplundh	E	P	A	P
<b>Committee</b>	Dennis Beam	A	A	A	P
<b>Trustee, treasurer</b>	Ray Henning	P	P	P	P
<b>Trustee</b>	Tom Wolf	P	P	P	P
<b>Staff</b>	Barb Duke	P	P	E	P
<b>Staff</b>	Eric Smith	E	P	P	P

**P – present    A – absent    E – excused**

## **Topics and Action Items**

- Board self-assessment was last completed in 2010. Barb Duke forwarded the assessment to the committee. Committee questions the value and what we have done with the information garnered. Governance was going to take that up with our September call, however the committee continued that discussion till the October call.
- There is discussion about the need to build a Campaign Committee.
- Trust Agreement. Eric Smith and the committee reviewed the agreement, made comments and came to consensus on potential changes to the document. Really an efficient process! Agreement is now being reviewed and redrafted by legal counsel.
  - Strike references to trustee compensation. This does not include appropriate travel expenses, though there may be some clarification.
  - Amend Trustee terms to 3 2-year terms. Amend executive committee offices from 2 years to 1 year.
  - Clarification on ex-officio members. Term limits do not apply. Clarify voting privilege. President and CEO are non-voting members. Board may appoint ex-officio and emeritus non-voting members. They would not count as apart of maximum number of trustees.
  - Update and make more contemporary.

## **Accomplishments:**

- Made the amendments to the Liaison Committee document.
- Shortened the Trustee Application document. Removed everything after the “Experience” section.
- Paul Fletcher joined the Development committee.
- ISA Western Chapter named Rick Cober to the Liaison committee.
- Standing committees have been identified, chaired by Trustees and staffed by Eric Smith and Barb Duke.

## **Objectives for the fourth quarter of 2016:**

- Vice-chair recruitment.
- Development committee recruitment.
- Trustee recruitment.
- Review draft of Trust Agreement.

## **Next Meeting Date:**

October 19, 2016