



In attendance:	
Debra Lee, Angela Durant, Melissa Markos, and Linda Reid	
<input checked="" type="checkbox"/> Yes	Would you like a spot on the upcoming agenda?
<input type="checkbox"/> No	

1) Call to Order

a) Meeting was called to order by Angela at 9:00 AM.

- 2) **Topic 1: Discussion of Governance Workgroup membership and duties:** It was decided that Durant and Lee would co-chair the workgroup, with Reid taking minutes and co-chairing as needed.
- 3) **Go over purpose and duties of the workgroup:** The group went over the duties outlined in section C. of the governance charter and discussed how to reconcile the timeline and process for election of new board members identified in the Charter, with the transition plan for board member election provided by Homebase, the Technical Assistance provider. The need to provide the general membership applicants with a conflict-of-interest form to fill out and include with their applications was also discussed. The group discussed how to coordinate an overview of the conflict-of-interest form with the full membership at one of the two meetings of the full membership required each year. It was decided to ask the Executive Committee to have time on a future agenda (perhaps the July agenda) to schedule a presentation about conflict of interest. Creating a calendar that mapped out the meeting schedule for the year was suggested. Reid offered to create a draft to be reviewed at the next governance meeting.
- 4) **Go over the CoC Annual Workplan for the workgroup and revise/edit:** It was suggested that the January meeting be the first annual joint meeting of the full CoC membership and should include the charter review as new board members will be starting in January as well. There was some discussion about the timing of the second annual joint meeting, it was suggested that it might take place in July, however, the need to have more than two annual joint meetings was also discussed due to the need of other workgroups to fulfill their duties throughout the year, some of which would require the participation of the full membership. It was decided that the Governance committee would compile a list of current board member composition and send it out to the full membership in September each year in advance of, and to inform the board nomination process. The annual election will take place in November with new board members taking their seats in January at the annual joint meeting and charter reievw.
- 5) **Discussion on workgroup recruiting plan:** Melissa will provide the HTF with the workgroup one pager provided to the Governance Workgroup. Reid will ask to have time on the HTF agenda to talk about the workgroups. Perhaps we can request 20 minutes at each meeting over the next few months to go over the responsibilities of each workgroup to facilitate the recruitment process.
- 6) **Discuss Board Binders and onboarding:** The workgroup did not get to this topic and will discuss it at the next regular meeting, as this workgroup is just getting started it was decided that the workgroup would try

to meet more often than once a month to discuss recruiting additional members, setting the annual schedule for governance workgroup responsibilities, and a to develop a plan for onboarding of new members.

7) Adjournment: adjourned the meeting at 10:15.

Next Meeting: *Friday April 5th, 1:30-2:30-TBD.* At the next meeting the workgroup members will review and revise the calendar for the annual governance workplan. The workgroup also discussed undertaking a review of the current board membership and discussing if it is possible to seek current voluntary board resignations to get the current board membership down to the 17 members identified in the Charter, rather than going through an election process on such a short timeline.