



Governance Meeting Notes

Date: October 19, 2023

Time: 6:30pm - 7:30pm

I. Opening Items

- **Record Attendance**
 - i. Henry Lust, Board Chair
 - ii. Tracy Reese, Governance Committee Chair
 - iii. Uso Sayers, Governance Committee Secretary
- **Call the Meeting to Order**
 - i. 6:33pm
- **Welcome & Guest Recognition**
 - a. No guests
- **Approve Minutes**
 - i. No minutes to approve. This is our first meeting.

II. Governance Committee

- **Define committee roles and responsibilities**
 - i. Governance Roles _ Responsibilities list
 - ii. Uso to create a Governance Committee Roles and Responsibilities document based on updates to the document linked at i. above
- **Board recruitment strategy**
 - i. Take inventory of board members skills to determine what gaps exist on the board; e.g. it may be a good idea to have a Pediatric Doctor on the board (Kolt's suggestion from a previous board meeting)
 - ii. Tracy to create a questionnaire for board members to obtain skill sets of board members
- **Begin to discuss preparing a written strategy for board recruitment.**
 - i. Henry to provide a template for board recruitment strategy document

III. Other Business

- Board on Track Governance Committee training

IV. Next Steps

- Tracy and Uso to attend Board on Track Governance Committee training - **BoardSavvy Course 101: Board Governance Basics** - prior to the November committee meeting on Thursday Nov 2, 2023



- Henry to reach out to Celine to discuss membership on the Governance Committee; if she remains on the Academic Affairs Committee, he will become the third member of the Governance Committee

V. Closing Items

- **Adjourn meeting**

Adjourned: 7:02pm