**NYSARH Governance Committee Meeting**

**March 22, 2018**

**Present:** Claire Parde, Danielle Reese, Sara Bollinger, Richard Merchant, Ann Battaglia

**Pre-Meeting Discussion:** 12:05-12:13pm

* Committee members discussed the need to gain additional members for the Governance Committee if possible. Claire asked Danielle to create an updated list of all Committees and their members. Claire will send Danielle the lists she currently has and Danielle and Sara will ensure they are updated and distributed to Committee members
* Committee members discussed the need to obtain Board/Committee member’s personal contact information in addition to the professional contact information currently collected ; this would assist in maintaining contact with members in the event of an employment status change

**Call to Order:** Called to order by Claire Parde at 12:13pm

**Discussion Summary:**

*Review of Disclosure of Financial Interest Forms*

Committee members reviewed the Disclosure of Financial Interest Forms of the following members:

Jack Salo; Charlotte Crawford; Sara Bollinger; Claire Parde; Carrie Roseamelia; Gertrude O’Sullivan, Jennifer Leszyk, Richard Merchant; Derrik Chrisler; Ann Battaglia, Rob Wingate; and Karen Madden.

The Committee was able to complete its review of most forms of the following members without requiring additional information or clarification: Jack Salo, Charlotte Crawford, Gertrude O’Sullivan, Jennifer Leszyk, Ann Battaglia and Rob Wingate. The Committee was unable to complete the review of the forms of the following members, as they needed additional information/clarification: Carrie Roseamelia; Richard Merchant; and, Derrik Chrisler. Richard will revise and resubmit his form. Claire will contact Carrie and Derrik to request additional information/clarification.

There was also some confusion about whether Sara Bollinger, as a contract employee, and Karen Madden, as an Ex Officio member, are required to complete the forms. Claire will investigate and report back to the Committee.

*Scheduling the Next Meeting*

A meeting isscheduled for Monday May 14th at 11 am.Claire recommended that an additional meeting be held prior to this date in order to review the remaining Disclosure Form forms and the Board Composition and Recruitment Matrix. Committee members agreed that the next meeting will be **Tuesday April 17th at 11am**.

**Adjournment:** The meeting was adjourned at 12:57pm