**NYSARH Governance Committee Meeting**

**April 17, 2018**

**Board members present:** Claire Parde (Chair), Richard Merchant, and Ann Battaglia

**Staff members present:** Danielle Reese, Sara Bollinger, and Jackie Leaf

**Call to Order:** Called to order by Claire Parde at 11:01am

**Discussion Summary:**

*Review of Disclosure of Financial Interest Forms*

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

Robert Wingate and Mary Z. The Committee was able to complete its review of these forms for each of these members without requiring additional information or clarification.

Committee reviewed updated and/or revised Disclosure of Financial Interest Forms for the following members: Derrik Chrisler, Charlotte Crawford, Richard Merchant, and Carrie Roseamelia. The Committee was able to complete its review of these forms for each of these members without requiring additional information or clarification.

Action: The committee deemed that going forward Disclosure Forms should be distributed to Board Members immediately following the NYSARH Annual Conference and time should be scheduled for Claire to complete the 10-15 minute COI training about the policy and how to properly complete the Disclosure Form.

Action: Danielle will follow up with members who had not yet submitted a complete Disclosure Form

*Review of Composition and Recruitment Matrix*

The committee reviewed each section of the CRM (Composition and Recruitment Matrix). Committee members made recommendations on each section for additional skills, sectors, or qualities to be added, that had not yet been covered.

Action: Claire will add the recommended information to each section as suggested by the Committee and then send the updated CRM to the Committee for review via email.

It was suggested that all NYSARH Board members be asked to complete the CRM at the next Board Meeting; Committee agreed and will make this suggestion to the Board.

Action: Upon completion of the CRM the Board Member application will also be updated; Claire to review

**Next Meeting Date and Time:** Monday May 14th at 11 am.

**Adjournment:** Meeting was adjourned at 11:57am