**NYSARH Governance Committee Meeting**

**June 11th, 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 Interests Form of the following member:

Jackie Leaf. The Committee was able to complete its review of these forms without requiring additional information or clarification.

Committee reviewed updated and/or revised Disclosure of Financial Interest Forms for the following member: Richard Kazel. The Committee was able to complete its review of these forms without requiring additional information or clarification.

*Review of any Complete Board Composition and Recruitment Matrix (BCRM)*

The Committee is currently missing several completed BCRM forms from Board members; Committee feels it would be best to make another appeal to the Board to encourage them to complete and return their forms.

Based on the BCRM that have been completed and returned it is evident that there are multiple areas in which we are still lacking expertise: Human Resources, Personnel Management, Accounting, Marketing, Legal, etc. Committee feels this is a great start to identifying gaps and areas to improve upon.

Committee discussed adding additional counties and various sectors of representation not currently represented in the BCRM. Committee also discussed adding additional details Ex: Connection to Community People; Who and How?

Committee discussed Board members completing a Self-Assessment; this may encourage accountability and follow-through from Board members in the future.

**Action: Claire will send another email to the Board encouraging them to complete and return their BCRM forms.**

**Action: Claire will send out a Self-Assessment tool for the Governance Committee to review; this is something that Governance should consider implementing in the fall.**

*Next Steps and Timeline for the Nomination Process*

Last year applications were sent out around July 10th The Committee discussed that this year they would like solicitations/nominations sent out in June.

Committee discussed that there are currently four openings on the Board; also discussed the benefits of having additional members.

Committee suggested the President of the Board reach out to possible future members in order to make them aware of expectations and requirements of NYSARH Board members.

Committee determined the solicitation/nomination packet be sent out to current NYSARH members and current Board members to recruit nominees; this should include a reminder that applicants must be a NYSARH member for at least one year prior.

**Action: Claire will reach out to current Board members regarding their upcoming 2nd and 3rd terms to determine interest in remaining on the Board (2nd term: Helen, Richard, Claire, Jack, Robert 3rd term: Charlotte and Gertrude)**

**Action: Claire will send the solicitation/nomination email to the committee for review; any changes or suggestions from the committee will be sent back to Claire**

*Drafting a Board Member Job Description*

Unable to discuss due to time

**Next Meeting Date and Time:** July 10th at 11 am.

**Adjournment:** Meeting was adjourned at 12:03 pm