**NYSARH Governance Committee Meeting**

**July 10, 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

**Approval of June 11th meeting minutes:** Ann made a motion to approve; Rich seconded the motion and the motion was carried

**Discussion Summary:**

*Review and Revise solicitation to NYSARH membership for board applicants*

The Committee reviewed the draft email created by Claire that will be sent to NYSARH members; the committee felt the email was well written and ready to be sent out to NYSARH members.

**Action: Claire will send final drafts of the solicitation email along with the application and job description to Danielle, who will then send out to all NYSARH members today**

**Action: Danielle will ensure solicitation, application and job description is also posted to the NYSARH Website**

*Review and Revise board member application*

The committee agreed that nomination applications should be returned no later than August 3rd; Claire will update the application to reflect this

The section of the By Laws pertaining to eligibility states that a candidate for board membership must be either an individual member or representative for an organizational member and a resident of New York State.

The committee determined that being a resident of New York State should no longer be an eligibility requirement and would like to present this proposed change to the Board of Directors to be voted on at the next board meeting on July 24th.

**Action: Claire will send an email to the Board of Directors today making them aware of the additional proposed change to the By Laws eliminating the residency requirement**

The Committee considered whether a candidate for board membership should be an individual or organizational member for some minimum time period, such as one year. The Committee determined that adding this requirement may be detrimental, as it may restrict an otherwise qualified person from becoming a board member. The Committee determined to leave this portion of the bylaws unchanged, and simply consider the length of membership as part of the Committee’s internal deliberations when developing the slate of candidates.

Discussed Part VI of the board member application, “Other qualities,” and a needed change to the following text: “Please list any *additional Boards* you have served in the past five years and any positions held (Committee Chair, Officer, etc.)”

The committee discussed Part VIII, References, of the application and determined that it should remain.

In addition to the current questions listed in Part VII: Interest, an additional question will be added that asks potential board members to indicate what committees may be of interest to them; this addition will also state that committee appointment is determined by the President.

**Action: Claire will update the application to reflect a return date of August 3rd; add the office fax number, make agreed upon changes to Parts VI and VII.**

*Review and Revise board member job description*

NYSARH was established in 2001; this will be added.

Committee determined that Expectations and Estimated Time Commitment needed to reflect work that would be required outside of committee meetings and attending the Annual Conference (e.g. being an ambassador for NYSARH, advocacy work throughout February and March, membership outreach and fundraising, etc.).

**Action: Claire will add the suggested changes made by the committee regarding Expectations and Time Commitment and email these updates to the committee for review**

*Review any recommendations from Board members for candidates for board service*

Claire has reached out to the following board members to determine interest in returning for a second term:

* Helen Evans (confirmed yes)
* Jack Salo (confirmed yes)
* Robert Wingate (Claire has left messages and will continue to reach out)
* Claire Parde (confirmed yes)

Claire has also reached out to the following board members that are completing a second term to determine interest in a third term should the proposed change to the By Laws for a third term be approved:

* Richard Kazel; Richard will be retiring in December but would like to remain a Board Member provided that the change in his employment status does not impact his eligibility to remain a member or Officer of the board. The committee has no concerns with Richard remaining on the Board upon retiring and Claire will communicate this to Richard.
* Charlotte Crawford (confirmed yes)

Nominations for board members will be reviewed at August 13th meeting in order to be presented to the membership by August 27th, thus allowing 30 days prior to voting on September 27th at the annual meeting.

**Action: Claire will reach out to current members via email regarding Bios and Headshots**

*Board assessment*

Committee will revisit the Board Assessment Tool that Claire recently sent out during the September meeting.

**Next Meeting Date and Time:** August 13th at 11:00 a.m.

**Adjournment:** Meeting was adjourned at 11:47am