



**NYSARH Governance Committee Meeting
March 18, 2019**

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

Board members excused: Derrick Chrisler

Staff members present: Jackie Leaf, Kristin Avery, Sara Wall Bollinger

Call to Order: Called to order by Claire Parde at 11:02am

1. Board Portal

The Board Portal is up and functioning.

Actions: Sara will put By-Laws in the General Documents sections
Claire will add other documents: Committee membership list, Governance calendar,
Mentor Program guidelines
Kristin will find out if we can track Portal usage [answer is yes]

2. Mentor Updates:

All present have connected with their mentees via telephone and/or email. Some difficulties arranging in-person meetings due to schedules and weather.

Future: Consider matching mentor/mentee who are on the same committee
Consider having new board members attend one meeting of each committee

3. Committee Charter

Discussion of draft.

Actions: Claire will clarify the authorities of Committees of the Board and Committees of the Corporation

Claire will amend draft to address authority to 'bind the board' more clearly

Project: Governance will take the lead on creating Charters for every Committee using this template

4. Governance Calendar

April	Review the Matrix and board composition Discuss potential nominees for Officers
May	Finalize board job description and application form Solicit board nominees [due June 14]
June	Review nominees; identify needed follow up Agree on nominations for Officers
July	Select nominees for board membership Schedule election
August	Release slate of Candidates and Officers [due by 9/20]

Actions: Jackie will provide information regarding Officer positions for the past few years

5. NRHA

NYSARH needs a board member to be our representative on the State Association Council [meets 1st Wednesday of month]

Action: Claire will ask Executive Committee members if anyone can accept this role

Adjournment: at 12:03 p.m.

Next Meeting Date and Time: Monday, April 15th at 11:00 a.m.