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**Governance Committee Meeting of August 17, 2020**

**Call to Order and Roll Call**

Board Members Present at Roll Call: Claire Parde, Ann Battaglia, Gertrude O’Sullivan

Excused: Board Member Helen Evans

Staff Member: Sara Wall Bollinger

**Discussion Topics:** finalizing the Ballot Summary; scheduling the election

**Discussion Summary:**

Gertrude suggested that the ballot include the candidates’ title, company and region. A link to the survey will be in the email and in the Ballot Summary document.

The Annual Meeting will be September 21st at 11 a.m.

**Action Items:**

* Sara will create the Ballot in Survey Monkey
* Sara will send the draft Survey Monkey to Claire for approval and distribute it to all Members on August 17th with a due date of September 17th

**Adjournment**

Meeting adjourned at 11:30 a.m.

**Next Meeting**

September 28th at 11 a.m.