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| **Time: 11AM** | **Date: June 21, 2021** | **Location: Zoom** |
| **Board Members Present:** Claire Parde, Helen Evans, Gertrude O’Sullivan, Carrie Roseamelia, Ann Battaglia**Absent:** no one**Staff Present:** Sara Wall Bollinger**Guest:** no one |
| Topic | Discussion | Action/Conclusions |
| 1. **Call to Order**
 |  | No changes |
| 1. **Approval of Minutes**
 | Of May 26 | Ann/Gertrude. Approved. |
| 1. **Legal Consultation**
 | Nothing to report |  |
| 1. **Skills/Competencies**
 | Discussion regarding providing some direction to potential nominees re: skills/ competencies needed on the Board  | Managed careAgingIndependent livingDEI committeeGrants/fundraising |
| 1. **Existing Members**
 | Barry & Charlotte rotating off. Helen, Mike, Jack, Claire & Paul = yesHave not heard from Rich or Nancy | Claire will call |
| 1. **Solicitation for New Members**
 | Reviewed and accepted draft letter. Some adjustments to Job Description and a couple changes to Application. Distribution needs to go to the ‘designated representative’ for organizational members. Release nomination materials 6/28 due 7/16. Review at 7/19 meeting. We may do interviews after review. | Sara will follow up with BenClaire will send final versions to Committee members |
| 1. **Ballot process**
 | Finalize slate 8/16. Release ballots 8/23 [8/27 at latest]. Ballots due 9/17. |  |
| 1. **Officers**
 | Current Officers are willing to serve another year. Sensible to keep leadership team in place during transition, but also want to plan for Succession. If an Officer will serve more than two years, we need to change the Bylaws at the July Board meeting.  | Claire will ask if current Board members are interested in serving as an Officer - response to Claire by July 1st.Claire will prepare an amendment to the Bylaws.  |
| 1. **Adjourn**
 | Next meeting July 19 at 11AM |  |