|  | Governance Committee **DRAFT** Minutes  |
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| Meeting Type: | Regular Meeting |
| Meeting Location: | Harrisville Town Hall, 705 Chesham Road, Harrisville |
| Meeting Date: | Monday, February 19, 2024 |
| Meeting Time:  | 10:15 a.m. |

| Members, attending in person | Others, attending virtually  | Members, absent  |
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| * Joe Lamattina, Board Director, Newmarket
* Andrew Maneval, Member Representative, Harrisville
* Mark Terry, Member Representative, Westmoreland
 | Guests* Clifton Below, CPCNH Board Chair
* Brian Callnan, CPCNH CEO
* Jim Garrity, Member Rep, Atkinson
* Lisa Sweet, Chair, Member Outreach and Engagement Committee
 | * Terry Clark, Board Director, Cheshire County
* Committee Chair, Andrea Hodson, Board Director, Harrisville
* April Salas, Board Director, Hanover
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Proposed Agenda

1. Welcome, Roll Call
2. Approve Agenda & February 2, 2024 Meeting Minutes
3. Board Self-Nomination and Election Process
4. Self-Nomination Survey
5. Next meeting & other business
6. Adjournment

**Welcome, Agenda, and February 2 Minutes**. *Filling in for the GovCom Chair, Committee Member, Board Director Joe Lamattina called the meeting to order at 10:15am, establishing an in-person quorum.*

*Member Representative Maneval moved to approve the agenda and the February 2, 2024, meeting minutes as prepared. Member Representative Terry seconded the motion. Motion passed by unanimous consent without objection.*

**Board Self-Nomination and Election Process**. Members settled a process for the Board –

* The group walked through the proposed Board Self-Nomination and Election Process timeline document. At the request of CEO Brian Callnan it was agreed to extend the due date for Survey responses (Step 3) to the 26th rather than the 23rd to allow for seven days for the completion of the survey (including a weekend).
* Emphasizing that the Membership should know that this process is meant to help streamline the election of new board members but will not preclude anyone from offering their desire to serve on the board at the member meeting itself. There will also be an ability to fill in a "write in" candidate on the paper and electronic ballots.
* There was discussion that for future board nominations the committee should develop a timeline document with steps working backwards from the annual membership meeting date.
* It was agreed that the committee should do a debrief after the elections to review what worked and what could be done better.
* [View the document here.](https://drive.google.com/file/d/1sJzfVhgP0HhRn0czpIdv0VCyp8tgFqvi/view?usp=sharing)

**Self Nomination Survey**. Members discussed the Self Nomination survey developed by Staff Administrative Director Bobbi-Jo Michael –

* Maneval had a question related to Member preferences for Committee Assignments. Lamattina had a hard copy of the survey, it was reviewed, no further issues.
* There was discussion as to when new board directors assume responsibilities. Board Chair Clifton Below stated directors assume responsibility immediately upon election.
* There was discussion that the returned surveys, due 2/26, would be reviewed by the committee on Tuesday 2/27. The finalized packet for the Membership Meeting does not have to be completed until 3/19, affording the committee a 2-week period to address any issues that may come up.
* Michael will distribute the Survey to the Membership by end-day (2/19).

**Next Meeting, Other Business, and Adjournment**. Members agreed to meet on Tues, February 27, 1pm in Keene to review and prepare initial results of the Self-Nomination Survey for distribution back to the Membership on March 1.

Members will then finalize an item for the March Board Meeting packet at its regularly scheduled Governance Committee meeting on March 18.

*Maneval moved to adjourn the meeting at 10:53 am. Terry seconded the motion. Motion passed by unanimous consent without objection.*