

MINUTES

POLICIES COMMITTEE MEETING

April 12, 2011

The meeting was called to order at 1:15 p.m. by Chm. Sherry Collins. Present were Maija DeRoche, Bonnie Weber, Martin Green, Jerry Smyder and Rusty Wigg.

The committee reviewed comments and suggestions that were made at the March non-Board meeting by the attending Board Members.

Some minor changes were made to the Authority of the Board Policy and Sherry will make those revisions and forward a clean copy to Rusty for the April Board packet.

Some changes were made based upon committee suggestions to the Director's Evaluation Policy. It was suggested that two bullets considerations for in creating goals and for the evaluation itself be deleted. The suggestion was made as a motion by Bonnie, Second by Martin, motion passed with one nay and three yeas. Sherry will make corrections to the narrative section, then forward that to Martin, who will attach the procedures charts and forward to Rusty for inclusion in the April Board packet. The document will also contain a copy of Rusty's contract and the Executive Director's Job Description.

The committee reviewed The Organizational Meeting Policy, and made some suggestions for changes. Sherry will rewrite one bullet, and add one bullet concerning submission of Disclosure of Interests forms.

The committee also established what will constitute a quorum for Board and committee meetings. The quorum for board meetings is 8 trustees present, and the quorum for committees is a simple majority of the posted committee members, with the exception of the Executive Committee, which is now set by the by-laws at four out of five officers, but which will be changed to three at the annual meeting.

Sherry then asked the committee to start thinking about what needs to be researched, included, and discussed concerning the Records Retention Policy. Work on this will begin at the May meeting.

Sherry also asked the committee to be thinking about what might constitute an acceptable gift acceptance stance, for inclusion in a policy.

The committee also reviewed a letter that Martin and Sherry had drafted to the Perry and Carroll Insurance agency, clarifying our position and understanding of the coverages we have.

The meeting was adjourned at 3:45 p.m.