



## **Governance Committee Meeting October 24, 2019**

**Attendance:** Joseph Lawrence, Jerry Cayer, Tom Gillette, Ron Burns, Eric Virkler, Tim Petersen, Brittany, Davis, Cheyenne Steria

### **Updates**

- Eric updated the Committee

### **Board membership and officers**

- Board Member transitions were discussed. The Committee would like to be more involved in the selection process for the next candidate for the IDA Board. Setting qualifications and/or a targeted job description to fill the particular skill set being vacated may be considered.
- Staff supplied the Committee with the Board Member Orientation Checklist that has been developed as a tool for on boarding a new Board member.
- There was discussion of how to fill the Secretary/Treasurer position being vacated on the Board. A staff member may be able to fill that role. More research will be done with the December Board meeting being a target for recommendation.

### **Policies Review**

- An update was given on quotes received for a legal compliance review of IDA policies. The Committee was in support of moving forward after staff reviews and recommends changes.
- Code of Ethics policy and Board of Director Responsibilities policy were provided to the Board for review. Staff recommended few changes to these policies. The Committee will bring their suggestions to the November Committee meeting.

### **Office Location Review**

- Staff gave an overview of the process being used to identify the IDA's next office location. Staff asked for support of the next steps.

### **Staffing**

- The Committee discussed the process for filling the Executive Director position if Eric exits given election results.

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