

**Draft
Governance Committee Virtual Meeting
Wednesday, January 20, 2021 / 3:00 p.m.**

MINUTES

MEMBERS PRESENT: Richard Sweat, Steve Ball, John Gill, Eric Jackson, and Mark Wylie

MEMBERS ABSENT: Jeff Hayward and Rick Walsh

STAFF PRESENT: Pam Nabors, Mimi Coenen, Lisa Burby, Steven Nguyen, Lance Willingham and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, Committee Chair, called meeting to order at 3:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	Approval of Minutes: <u>Approval of Minutes</u> <ul style="list-style-type: none"> • Reviewed draft minutes from 10/7/20 Governance Committee meeting (attachment). 	Mr. Gill approved the minutes from the 10/7/20 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.
5	Information / Discussion / Actions Items	
	<u>Board Compliance to CSCF's By-laws</u> <ul style="list-style-type: none"> • <u>Current Board Demographics</u> Reviewed Board's demographics vs. region. • <u>By-laws - Status</u> CSCF's attorney is current reviewing Bylaws to align with DEO's new grantee/sub-grantee agreement. Ms. Nabors will also review with Mr. Ball for further revisions. Bylaws with revisions will be provided to Committee for review at its next meeting. <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> • <u>Board Engagement</u> Reviewed Board engagement 7/1/20 thru 12/31/20. Committee feedback: <ul style="list-style-type: none"> ○ Concurred for "Contribute" metric to include donations to community organizations made on behalf CSCF. • <u>Required Board Training</u> Reviewed DEO's (Department of Economic Opportunity) new requirement of annual Board orientation training for Board Members. Reviewed proposed training; Mr. Sweat asked the Committee to go through the training for feedback in preparedness for recommendation at February Board meeting. 	<i>Staff to provide proposed training to Committee for their review and feedback.</i>

	<p><u>Enterprise Risk Assessment - Updates</u></p> <ul style="list-style-type: none"> • Reviewed enterprise risk management's elements and objectives. • Reviewed methodology performed to determine risk priorities, resulting top three enterprise risks, and mitigation plans. • Committee commended Mr. Nguyen and Mr. Willingham for their outstanding work. 	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 4:05 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator