

**Draft**  
**Governance Committee Virtual Meeting**  
**Thursday, February 3, 2022 / 10:30 a.m.**  
**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Keira des Anges, Jeff Hayward, Eric Jackson and Charles Scherer

**MEMBERS ABSENT:** John Gill and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Leo Alvarez, Becca Bides, Steven Nguyen, Lance Willingham, Sean Masherella and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Sweat, Committee Chair, called meeting to order at 10:31 a.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 8/11/21 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Hayward made a motion to approve the minutes from the 8/11/21 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Actions Items</b>	
	<u>Board Compliance to CSCF's Bylaws</u> <ul style="list-style-type: none"> <li>• <u>Board Representation Update</u> Reviewed current updates on Board's demographics vs. region, and historically since 2016 (attachment). Committee discussed the data and provided following recommendations: <ul style="list-style-type: none"> <li>– On historical chart, include goal per each demographic category, and just go back three years.</li> <li>– Present data to show any deficits and trends to help with call to action.</li> </ul> </li> </ul> <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> <li>• <u>Board Engagement (7/1/2021 thru 12/31/2021)</u> Reviewed Board Engagement metrics for mid-year (attachment). Committee concurred the need to step up messaging to Board for Contribution category.</li> <li>• <u>Board Retention Challenges</u> Discussed challenges and outreach strategies for Board retention.</li> </ul> <u>Enterprise Risk Update</u> <ul style="list-style-type: none"> <li>• Reviewed pareto chart on CSCF's current top risks, comparison to previous year, and prioritization of phishing awareness to include staff training and stricter policy (attachment). Committee commended Mr. Nguyen and Mr. Willingham on their</li> </ul>	<p><i>Staff to update data, per Committee recommendations.</i></p> <p><i>Staff to reach out to chamber and other organizations to find business candidates well connected in Sumter County.</i></p>

	<p>outstanding work with Enterprise Risk analysis.</p> <ul style="list-style-type: none"> <li>Reviewed strategies being applied for talent retention.</li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>Board Retreat occurring on 4/28/22.</li> <li>Governance Committee is invited to Revenue Diversity Committee meeting in March for broader discussion on organizational structure.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 11:52 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator