

Weston COA Governance Committee Meeting Minutes, 10 May 2022

The Zoom meeting was called to order at 9:00am by chair Linda Johnson. She read the extension of Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law and then took attendance.

Present: Joan Heilbronner, Linda Johnson, Mignonne Murray, Tom Nicholson, and Prather Palmer

Absent: Marge Ackerman and Sue Ruskin Friend

Resident Concerns and Comments: None.

Minutes of the April 12, 2022 Meeting

There were no comments, questions or corrections and the minutes were approved unanimously.

Director's Report

Mignonne announced that Chris Kjellson, LICSW (Licensed Independent Clinical Social Worker), joined the COA staff on May 9. Chris will work 19 hours a week. There is no up-date on the MCOA board training manual at this time. There are still a few board members who have not completed the LGBTQ+ training course and Linda will send out another reminder that this must be done by the end of June. There is no new information about the census report.

Budget Report

No new budget report.

2022/2023 Associate Members

Sue has checked in with all current Associate Members. Alice, Vida, Tom, and Shirley want to continue and Teresa will be cycling off. Gerri's second term as a board member is ending and she is willing to serve as an Associate. The committee will be pleased to have Gerri continue to provide leadership in the area of transportation and Linda thanked Tom for being willing to serve another Associate term. The slate was approved unanimously and

will be forwarded to the full board for approval, then sent to the Select Board for their consideration.

Discussion of 2022/2023 Committee Goals

Linda presented an amended Purpose statement for GovCom, highlighting the changes (in red below) and everyone agreed with the new wording. During the discussion of goals, Tom commented on the importance of reviewing committees on a regular basis. Joan suggested there should be a goal related to training new board members. Linda agreed and said that Sue, Mignonne, and she will be planning a June orientation session for our newest board members and welcomes any suggestions. Tom mentioned that a mentor program has been discussed previously and encouraged us to include that in our planning.

COA Governance Committee

2022/2023 Goals

1st Draft, 8 May 2022

Purpose:

The purpose of the Governance Committee is to ensure that the COA Board fulfills its responsibilities through adherence to relevant laws and policies, establishment and periodic review of Board policies and procedures, development of Board member recruitment strategies and training programs, monitoring of Board activities, and evaluation of Board members' performance.

Core Members:

Chair

Vice Chair (also chairs this committee)

Treasurer

Secretary

COA Director (ex officio)

Goals:

- Review COA Board documents and procedures and up-date as needed.

- Review Board committees and working groups and determine if any should be added, combined, or eliminated.
- Develop and propose a slate of officers for 2023/2024.
- Recruit, vet, and recommend 2023/2024 Board candidates to the Select Board to fill three vacancies.
- Review Associate Member roster and recommend candidates for one-year terms to the Select Board.
- In consultation with the Board, provide input regarding Director's annual performance review to the Assistant Town Manager.

Project Up-Dates

Board Member Bios

Linda noted she is still waiting for 5 bios. She also said that she had been quite bogged down with editing, trying to reach consistency in format and length from vastly different submissions. She now feels that since the bios are just for board eyes, there's no need to be too rigid about consistency. In the future, if board bios are to be shared more broadly, they will need to be more formal, perhaps with photos. The committee agreed. New board members will be asked to submit their bios.

Celebrate Weston Event

Tom asked about expectations for volunteers working at the COA's table other than greeting people and distributing materials and grab bags. Linda explained that there would be talking points from Mignonne and the Board event volunteers (Joan, Carol, Betsey, and Linda) would be available to help with questions.

Other Business

Linda mentioned that a Walk and Talk around the Case Campus with Town Manager Leon Gaumond was coming up on May 17. Linda will go and encouraged others to come. Tom, Joan, and Linda participated in the last walk with Leon in October and it was time well spent.

Next Meeting: Tuesday, June 14, 2022, at 9:00am

Adjournment: The meeting was adjourned at 9:27am

*Respectfully submitted by Linda M. Johnson
14 June 2022*