



**Thursday, June 7, 2018  
Governance & Nominating Committee Meeting – GGLDC  
Innovation Zone Conference Room – Suite 107  
3:30 pm**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Felton, S. Noble-Moag, G. Torrey  
GCEDC/GGLDC Board Members:  
Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde  
Guests: A. Young (GCEDC Board Member)  
Absent: C. Yunker

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

T. Felton called the meeting to order at 3:46 p.m. in the Innovation Zone Conference Room.

**2. CHAIRMAN'S REPORT & ACTIVITIES**

**2a. Agenda Additions / Other Business**

**2b. Minutes: February 1, 2018**

**S. Noble-Moag made a motion to approve the February 1, 2018 meeting minutes as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton -	Yes
G. Torrey -	Yes
C. Yunker -	Absent
S. Noble-Moag -	Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD**

**3a. Officer Appointments –** The current slate of officers is set to expire on June 30<sup>th</sup>. It is suggested to appoint the following slate of officers, with the notion that vacancies may occur and will be dealt with as they arise. The suggested slate of officers are as follows:

Chair / President / CEO -	T. Felton
Vice-Chair -	D. Cunningham
Treasurer -	G. Torrey
Secretary -	S. Noble-Moag

The appointed officers shall hold office for one year or until their successors are appointed.

**DRAFT**

**G. Torrey made a motion to approve the slate of officers as presented; the motion was seconded S. Noble-Moag. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3b. Authorizations for Individuals to Obtain Bank Acct. Information –** L. Farrell shared that she and P. Kennett are not authorized bank account signers but need authorization to request information regarding bank accounts and to transfer funds between accounts.

**G. Torrey made a motion to recommend approval authorizing L. Farrell and P. Kennett to obtain bank account information; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3c. Authorized Signer of Contracts, Agreements, Etc.–** L. Farrell shared that, per the Bylaws, the Chair and the Vice-Chair are authorized signers of agreements, contracts deeds and any other instruments as approved by the Board or operational items within the approved budget limits.

**S. Noble-Moag made a motion to recommend approval of the authorized signers of contracts, agreements, etc. as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3d. Procurement Policies and Procedures –** L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

**S. Noble-Moag made a motion to recommend approval of the Procurement Policies and Procedures as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**DRAFT**

**The item was approved as presented.**

**3e. Investment Policy** – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

**S. Noble-Moag made a motion to recommend approval of the Investment Policy as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3f. Disposition of Property Guidelines** – L. Farrell shared that this policy is required to be reviewed annually. There are no changes being recommended.

**S. Noble-Moag made a motion to recommend approval of the Disposition of Property Guidelines as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3g. Governance & Nominating Committee Charter** – L. Farrell shared that this charter is required to be reviewed annually. There are no changes being recommended.

**S. Noble-Moag made a motion to recommend approval of the Governance & Nominating Committee Charter as presented; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton - Yes  
G. Torrey - Yes  
C. Yunker - Absent  
S. Noble-Moag - Yes

**The item was approved as presented.**

**3h. Committee Self-Evaluation Questionnaire** – L. Farrell shared that as previously discussed, and as stated in the Committee Charter, the Committee should be performing self-evaluations of their performance on an annual basis. L. Farrell provided the Committee with a few options for a questionnaire which will be distributed to all Committee members to fill out during this process.

L. Farrell shared that she will draft the questionnaire and bring it back to the next meeting for review.

**3i. Code of Ethics** – L. Farrell shared that this policy is not required to be approved annually but was brought back to be reviewed per the request of the Committee. There are no suggested changes at this time.

**4. ADJOURNMENT**

As there was no further business, S. Noble-Moag made a motion to adjourn at 3:53 p.m., seconded by G. Torrey, and passed unanimously.