

VBA Governance Committee Meeting  
Go To Meeting  
May 31, 2017  
3:00 PM

In attendance: Kara Pawlusiak, Mike Sardina, Avery Schwenk and Melissa Corbin

Agenda items:

- **Review and revise draft of VBA Employee Handbook**
  - The committee reviewed the initial draft of the employee handbook and made edits as needed
  - Jane Van Buren who is a consultant that has worked with the organization provided some initial written feedback which the committee also discussed
  - In general the document needs more editing to meet the needs of the VBA and its employees
    - Kara and Melissa will meet over the summer to continue this work
  - The goal is to have a draft to the Board by October and to the membership in November
- **Refine and formalize recruitment and election process for Board Directors**
  - The committee reviewed North Carolina's nomination process and started to revise the document to fit the needs of the VBA.
  - At the 2017 Annual meeting there will be 5 director positions open for election, the organization should be thoughtful about the term lengths for these positions, they will need to vary in length.
  - The committee discussed sending out electronic ballots via Google for members not present at the Annual meeting to vote on directors.
  - The committee discussed reviewing what the Bylaws currently state about vacancies of directors and officers.
- **Schedule next meeting date**
  - Kara and Melissa will work together over the summer to continue moving the Governance committee work forward.
  - Next committee meeting is scheduled for Monday August 14<sup>th</sup> at 9:00 am