

NCSA Council Governance Committee
Nominating Committee Meeting Minutes
September 19th, 2018 – Building 3 - Directors Office

Call to order 7:15pm

Attendees: Mackenzie Leeke, Jeff Corbett, Nancy Nobriga, Holly Petit

Agenda:

1. Approve calendar for the 2018-2019 year
2. Set time line for presenting a slate of candidates for the two open CGC seats
3. Review of Potential Candidate list to determine next steps
4. Review CGC application packet
5. Discuss CGC leadership roles and recommendations and recommend the nomination (if any) of secretary

Public Forum: None

Plaudits:

To Mackenzie for taking on the role of chair

To Nancy for joining the committee

Minutes:

- 1. Approve calendar for the 2018-2019 year**
 - a. Calendar for the 2018-2019 year was approved with the following dates and times:
 - Tuesday Oct 9th 5:30
 - Tuesday Nov 13th at 5:30
 - Tuesday Jan 15th at 5:30
 - Tuesday Feb 19th at 5:30
 - Tuesday March 19th at 5:30
 - Tuesday April 9th at 5:30
 - Tuesday May 21st at 5:30
 - Tuesday June 4th at 5:30
- 2. Set time line for presenting a slate of candidates for the two open CGC seats**
 - a. Nominating Committee will present a two candidate slate to the October 18th CGC meeting
- 3. Review of Potential Candidate list to determine next steps**
 - a. Application to be sent out to interested applicants 9-20-18
 - b. Holly to add message in Directors note and phone message on 9-23-18 re: open CGC seats
 - c. Deadline for applications is 9-28-2018 by 5pm
 - d. Phone interviews to be conducted the week of October 1-5th

4. Review CGC application packet

- a. Changes, below, will be made to the packet and the document will be presented to the Council for approval:
 - i. Time commitment will be modified to read 10-15 hours
 - ii. Adding a Yes/No questions after questions #5 about the candidates willingness to fill out Form 700 with the County
 - iii. Including a requirement for potential applicants to attend one CGC meeting as part of the application process
 - b. Having Toni change the application to a google form
- 5. Discuss CGC leadership roles and recommendations and recommend the nomination (if any) of secretary**
- a. Leah has already come forward and expressed interest in being the CGC Secretary

Adjournment at 8:45pm

Next Meeting: Tuesday, October 9th at 5:30 pm Building 3 – Directors Office