

AVHC Governance Committee Meeting Minutes

July 13, 2015

The meeting began at 4:40 pm in the AVHC conference room

Present: Clay Eubank, Ivan Jimenez, Heidi Knott Gundling

1. **A new regular meeting date** was agreed upon, namely the second Monday of each month at 4:30 pm in the AVHC conference room. The next meeting will be on Aug. 10th.
2. **Remind Ric Bonner to move forward with strategic planning efforts.** As part of the strategic plan, there should be a focus on board motivation. Questions to address are: What is our vision? Where are we now and how to we get closer to our vision? As many stakeholders as possible should be included in determining the direction the strategic plan will lead the AVHC in the coming years.
3. **Recruiting new board members.** Clay will get a current description of the AV demographics to compare our board's present mix with the population of AV and HRSA requirements. At the next board meeting, a tally will be taken of how many of the board members are clients of the AVHC.

Ivan will ask Teresa Guerrero to write a formal application to the board for membership, send that application to Clay and Heidi, and invite Teresa to attend the next governance meeting on Aug. 10 for a formal interview. Chairman Ric and Vice-chair Kathy will be informed so they can attend if they so wish.

Other previously mentioned candidates will be vetted to see whether they are interested in joining the board.

4. **Orientation for new board members:** They will receive the Board Handbook, a tour of the facility and meet the staff, and be 'assigned' another board member as an active mentor. New members will be asked to consider where their skills lie and to join just one sub-committee for the first part of their term.

5. **Board training:** At each monthly board meeting, schedule a short segment of the HRSA Handbook guidelines for study - every board member should read the 'assigned' segment beforehand and rotating board members should prepare a summary of the segments, so that a discussion of pertinent rules and practices can be better understood and remembered.

6. **Board self-assessment:** Written self-assessments will be carried out in December of each year.

7. **Governance committee members are to read the Bylaws** and be ready to discuss any changes to be suggested at the September governance committee meeting.

Report to Board: We are researching AV demographics and checking the board make-up. One application for the board is in progress, others are being considered. A policy for the orientation of new board members has been suggested. We are putting together a process for board training on a regular basis. We are reviewing the Bylaws & will submit comments and suggestions later. Board self-assessments in December of each year.

Meeting adjourned at 5:40pm. Minutes: HKG