

# Governance Systems Committee Meeting Minutes

Tuesday, September 14, 2021

2:03 pm - 3:54 pm

Location: 1600 University Avenue W., Suite 8, Saint Paul, MN 55104

Following Open Meeting Law, 13D, this meeting is held fully electronically due to the health pandemic of COVID-19

Members present via conference line (Teams):

* Hope Johnson
* Ted Stamp
* Jen Foley
* Judy Moe – Joined at (2:14pm)

Staff members present:

* David Dively
* Stacy Sjogren, MAD
* Shannon Hartwig

Open meeting at 2:03 pm

## Approval of Minutes

**Action:** Ted Stamp motioned to approve the minutes distributed for the June 1, 2021 meeting, it was seconded by Jen Foley, approved by unanimous roll call vote 3/3. Jen Foley

**Action:** Jen Foley motioned to approve the minutes distributed for the June 8, July 6, 2021, and August 10 meetings, it was seconded by Ted Stamp, approved by unanimous roll call vote 3/3.

## Welcome

The group introduced themselves and welcomed new member Judy Moe.

## Old Business

The group reviewed the following documents and made suggestions and edits. Internal monitoring report template explanation.doc, and ED Policy Monitoring Reports.doc.

The group briefly reviewed the Annual Governance Planning Calendar.

**Next steps:** Create a sample the tool for the group to complete a mock review in the October meeting.

Meeting adjourned at 3:54 pm