

# Governance Systems Committee Meeting Minutes

Tuesday, January 11, 2022

2:00 pm - 4:00 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):

* Jen Foley
* Hope Johnson
* Judy Moe (joined at 2:10 pm)
* Ted Stamp

Staff members present:

* David Dively
* Shannon Hartwig
* Guest - Stacy Sjogren, MAD

Open meeting at 2:04 pm

## Approval of Agenda and Minutes

Motion made by Ted Stamp for approval of agenda and minutes for November 9, and December 14, 2022 minutes, seconded by Jen Foley. Motion passed by unanimous roll call vote. 3 members present and one member late/absent.

## Review and propose changes for reporting template

Discussion included length of time to complete the reports. Discussion about the number of reports. At time there are more reports due at one time, over the course of one year the workload is well distributed. The group also discussed how to evenly distribute the ownership/involvement of the reporting/reviewing to avoid skimming the details or following another member of the group. Leadership will be with the Governance Systems Committee; they will share information membership wide.

## Review plans for onboarding and training current and future council members to the reporting form

Group discussion, agenda items were fairly blended in the discussion. The following topics were addressed. The group may meet before a scheduled council meeting, review the reporting form. The group will take into consideration any accommodation needs. For the full council meeting training Ted Stamp will take section 1, Hope will take section 2, and the group will take number help with section 3, but would like assistance.

## Next steps:

Find out what policy will be ready for February, or use a practice run. It will be the same template used for the group.

Meeting adjourned at 3:50 pm