

# Meeting Minutes: Council Planning Committee

Date: Wednesday, October 19, 2022  
Location: 1600 University Avenue W., Suite 8 Saint Paul, MN 55104  
As provided by MN Stat. 13D.021, the meeting was held electronically

## Attendance

### Committee Members

| Council Member | Attendance |
| --- | --- |
| Nichole Villavicencio | Absent |
| Andrew Christensen | Present |
| Myrna Peterson | Present |
| Quinn Nystrom | Present |

### Staff and Guest

* David Dively, E.D.
* Shannon Hartwig
* David Fenley
* Linda Gremillion

Meeting called to order at 10:05 am

## Approval of minutes and Agenda

**Action:** Myrna Peterson motioned for approval of the approval of the agenda for the October 19, 2022, meeting, Quinn Nystrom seconded the motion. All in favor. Roll call vote 3/3 1 member absent.

A motion was made by Myrna Peterson and seconded by Quinn Nystrom, to approve the September 21, 2022, minutes. All in favor. Roll call vote 3/3 1 member absent.

## Developing attendance policy and procedure

The group discussed developing an attendance policy. The item will me moved to the Governance Systems committee, as previously discussed in the October 12, 2022, Full Council meeting.

## Issuing letters as needed for attendance

Group discussion on developing a process for attendance. The item will me moved to the Governance Systems committee, as previously discussed in the October 12, 2022, Full Council meeting.

## Discussing/creating finance committee

Item held over to November meeting for discussion with Council Chair, Nikki Villavicencio.

## January council event in Grand Rapids (Myrna Peterson)

Myrna Peterson presented the idea to the group that the council (staff and membership) attend an event in her area in January 2023. The group discussed the items that will need to be procured and timelines necessary to complete the request.

## Review October’s full council meeting

Develop post meeting commenting tool.

## E.D. performance review process to be completed by December full council meeting

Item will be moved to the standing executive director meeting for discussion and be brought back to the November council planning meeting.

## Action Steps/Follow up

Meeting adjourned 10:51 am

Submitted By: Shannon Hartwig