Regional Arts Commission
Governance Committee Minutes
December 1, 2021 @ 4 PM via ZOOM

Attendees
Kellie Trivers, Chair, Mont Levy, Cheryl Walker, David Wilson
Staff: Vanessa Cooksey, Lea Sutherlin

1. **Welcome/Call to Order**

   Trivers welcomed everyone and called the meeting to order at 4:05.

2. **Review 1-year Chair Term Policy**

   Levy called for review of the 1-year chair term policy.

   Levy noted importance of timely appointments on an annual basis and sending those recommendation(s) to mayor/county executive.

   Discussion held regarding bylaws relative to the policy; timing of annual meeting and required number of additional meetings; appointment of chair and slate of recommended officers; past processes in chair appointments.

   Wilson mentioned the recent passing of former RAC commissioner and past chair, Donna Wilkinson.

   Levy noted he will acknowledge during December 9th Board meeting.

3. **Discuss Potential Chairs and a Succession Plan**

   Discussion held regarding establishing a principal on chair appointments, committee slate of officers and length of tenure.

4. **Prepare to Present Slate of Officers for the Vote**

   Discussion held regarding profile and role of the Vice Chair.
Trivers asked Walker her thoughts as incoming chair.

Walker suggested Purnell as vice chair; Johnson as secretary; and Russell remain as Treasurer.

Discussion held regarding respective roles of secretary and treasurer.

Trivers asked if this Committee agreed on the following slate for recommendation to the full Commission:

Cheryl Walker, Chair
Andréa Purnell, Vice Chair
Rosalind Johnson, Secretary
John Russell, Treasurer

Additional discussion regarding at-large member.

5. **Proposed Changes in Committee Structure and Meeting Frequency**

   Hold until later meeting.

6. **Discuss Clarification of Terms Policy with Commissioners**

   Discussion held regarding terms mentioned during Retreat activities.

7. **Brief Review of Board Orientation Process – Importance/How to Improve**

   Trivers asked about the Board orientation process.

   Cooksey noted infrastructure is there but lacks capacity; Board handbook is online and accessible to everyone; will schedule LeFlore’s orientation; more of a scheduling issue from a capacity standpoint; process has been followed and her information has been submitted to the County; next is to walk her through the handbook.

8. **Policy on Spending on Commissioners**

   Discussion held regarding appropriate tokens of appreciation and spending on commissioners and presidents as they leave their positions; perceptions; and reasonable expenditures.

   Cooksey noted importance showing appreciation for hard work; working on a token of appreciation for Levy as outgoing chair; broader issue is how this issue fits into the budget. She then noted that there is fiscal policy that limits abuse.

   Levy suggested leaving this issue to Cooksey’s discretion; always good to show appreciation if it’s well managed.
9. Review of Retreat

Trivers asked for any feedback received regarding the November retreat.

Cooksey - Have not sent evaluation yet for November retreat but overall feedback has been positive; have not received any negative feedback.

Discussion held regarding the 2-Day Retreat including format, efficiency, effectiveness, COVID and other dynamics; best use of Board time; and identifying desired retreat outcomes for 2022.

Levy suggested an additional meeting in the near future to discuss committee structure and meeting cadence.

10. Adjournment

Trivers adjourned the December 1st Governance Committee meeting at 5:17 p.m.

Submitted by Lea Sutherlin
Executive Assistant & Board Administrator