



**DRAFT**

**CSJ Ministries, Inc. [Placeholder Name]  
Nomination & Governance Committee  
June 25, 2024  
MINUTES**

**Present:** Kevin Berg; Anita S. Duckor, CSJC; Karen Gervais; Stacy Jacobson; Jean Wincek, CSJ

**Staff:** Lacy Sietsema; Matt Halley

**Excused Absence:** Beth Bird

**Location:** Via Zoom – Meeting began at 8:32 a.m.

**DEI:** Stacy opened with the CSJ Ministries, Inc. Modified Racial Equity Statement.

**Prayer:** Kevin led the committee in prayer.

**Minutes:** The May minutes were presented for approval. Hearing no changes, Kevin moved and Jean seconded to approve the minutes. All present members voted to approve the minutes.

There was a discussion about the Board Officer Slate and if the Nomination and Governance Committee formally voted to send it to the Board. It was pointed out that the Officer Slate was discussed but there was no formal vote. Going forward, the Nomination and Governance Committee will formally approve the Officer Slate before it goes to the Board.

Karen and Jean will send handbook feedback to Lacy. Karen has been researching DEI materials. Karen will share the resources she compiled with the committee.

### **Approval of Agenda**

DEI will be added to the agenda. Jean moved to approve agenda and all present members voted to approve the modified agenda.

### **Board Recruitment List**

Stacy and Kevin do not have any updates at this time.

### **Workplan**

Anita would like to reinstate the practice of each committee creating a one-page work plan that will consist of annual goals. Jean suggested using a template from the Sister's Assembly. It lists all committee members, accomplishments, and ongoing/new projects. Matt suggested adding key deadlines.

### **Board Relations Networking Plan – Diversity Focus**

Networking meetings are being organized with people who are well-versed in DEI. Meetings will begin in July. It is hoped that this will lead to a more diverse society. The Networking Plan was reviewed. These changes were suggested:

Step 3: Change this to “The Nomination and Governance Committee will review...”

Step 4: Anita will revise this section to include the person who made the potential Board candidate recommendation in the interview process.

### **Revised Board Self Evaluation**

There has been no Board Evaluation this year. It will be included in the committee workplan going forward. The next evaluation will be done in May 2025. It will include a full Board assessment and committee assessments and will be confidential.

### **CSJ Ministries Inc. Committee Assignments**

Kevin reported that there are new Chairs several committees have been organized. There still needs to be a Chair for the Advancement Committee and Kevin would appreciate any feedback on who would be best suited for this position. Kevin would like to add Marjie to the Advancement Committee. There was a discussion about combining the Advancement and Marketing Committees at least once a year since due to an overlap in committee activities. Kevin will follow up with Joel about this idea and then discuss this with Advancement. Susan has sent Kevin a list of members for the CSJ Mission and Education Committee.

### **CSJ Ministries Inc. Handbook – Establish a Separate Investment Committee**

There was a discussion about creating a separate Investment Committee. Brian Mallaro will serve as chair for the Finance Committee and Mary Lydon will chair the Investment Committee. Anita suggested inviting Mary to Executive Committee meetings as a non-voting member.

There was a discussion about keeping the bylaws for Advancement and Marketing separate.

### **Board Attendance**

Board attendance is good.

### **On Boarding Update**

An onboarding meeting will be scheduled in July for new Board members.

### **Switching Meeting Dates**

There was a discussion about moving the Nomination & Governance meetings so that they occur before Executive Committee meetings. Stacy recommended meeting every other month. It was decided that meeting dates will be established for each month, but that meetings may not happen every month.

### **Next Steps**

1. Lacy will send out calendar Invites to all meetings.
2. Anita will work on the workplan.

**Meeting concluded** at 9:50 am.

**Respectfully submitted by:** Lacy Sietsema, CSJ Ministries Inc.