



DRAFT

**Nomination & Governance Committee
July 21, 2025
MINUTES**

Present: Kevin Berg; Anita S. Duckor, CSJC; Karen Gervais; Steve Kenney; Jean Wincek, CSJ

Staff: Lacy Sietsema; Matt Halley

Location: Via Zoom – Meeting began at 8:30 a.m.

DEI: Jean read the Accola DEI Statement.

Spiritual Centering: Karen led the committee in spiritual centering.

Approval of Agenda

Anita suggested an amended agenda. Hearing no further changes, Kevin moved and Karen seconded to approve the amended agenda. All present members voted to approve the amended agenda.

Minutes

The May minutes were presented for approval. Hearing no changes to the minutes, all present members voted to approve the minutes.

Proposed 2025-2026 N&G Work Plan

The committee reviewed the proposed 2025-2026 work plan. Anita reported that the Board Portal will be updated on a monthly basis. The committee will also work with the Advancement and Marketing committee on Board fundraising. Jean suggested changing section 2 (under Recruiting an Effective Board) to read: "Recruit and develop an effective board that fulfills its fiduciary, strategic and generative responsibilities and their legal, ethical and functional implications in accordance with the organization's mission." It was also suggested that language should be added around Board development. The committee discussed potential criteria for reviewing and assessing processes used at each board meeting for effectiveness. There was a discussion about using a Board Education Session to go over policies and procedures.

Proposed 2025-26 Board Recruitment Plan

The committee discussed diversifying the Board and recruiting younger members. There

was a discussion about Board size and it was reported that there are currently six open seats. It was suggested that the committee could reach out to the new Advancement Director so see if she has any ideas for Board recruitment.

The committee reviewed the current recruitment list and members provided updates on their assignments. The committee discussed ways of utilizing Board talent on committees. There was a discussion about the combination of Advancement and Marketing, and reworking its charter to separate the committee into two groups.

Steve reported that the purpose of the July Board Education session will be to discuss how Board members can be more effective on Advancement topics.

Proposed 2025-2026 Community Network Plan

This topic was tabled for future discussion.

N&G Committee Annual Report

Anita reviewed the Nomination and Governance Annual Report. She stated that goals have been met and some sections have been added. There was a discussion about how often the committee needs to meet.

2025-2026 Proposed Board Goals

The committee reviewed the proposed FY26 Board Goals. There was a discussion about the importance of Board members prioritizing Accola as one of their top three charities and prioritizing Board and committee work. The committee discussed the number of survey responses and it was suggested that Lacy send out a calendar invite with the survey deadline.

Board Portal Updates

Anita and Lacy will go over the Board Portal once a month.

Survey Update

The committee reviewed the 2024-2025 Board Assessment. The committee discussed skills needed for the Board and the amount of time for presentations and discussions. It was decided that Board meetings should be extended for an additional 30 minutes (4-6:30 p.m.).

The committee discussed onboarding and how often this should be done. Steve and Anita will formalize this process and bring it to the next Nomination and Governance meeting. The committee reviewed the process for the election of Board Officers. The best practice is to list all members who have an interest in one of the positions. This list will be vetted by Matt, the current Chair, and the Nomination and Governance Committee. Anita will draft this process.

A summary report of this assessment will be drafted and will highlight results and areas for

improvement. This report will be sent to Board members.

Board Attendance

There was a discussion about attendance and leave of absences.

Other

Anne Weyandt has expressed interest in joining the Advancement and Nomination and Governance Committees. Anita stated that she would also like to have a conversation with Kathleen O'Brien about joining the committee.

Meeting concluded at 10:40 a.m.

Respectfully submitted by: Lacy Sietsema, Accola