



**DRAFT**

**Nomination & Governance Committee  
May 19, 2025  
MINUTES**

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

**Staff:** Lacy Sietsema; Matt Halley

**Excused Absence:** Karen Gervais

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

**DEI:** Kevin read the Accola DEI Statement.

**Spiritual Centering:** Anita led the committee in spiritual centering.

**Approval of Agenda**

The May agenda was presented. Hearing no changes, Jean moved and Kevin seconded approval the agenda. All present members voted to approve the agenda.

**Minutes:** The April minutes were presented for approval. Lacy will clarify that there will not be a staff assessment of the President in the April minutes. With this clarification, all present members voted to approve the minutes.

**Officer Nomination Process**

The committee reviewed the Officer Nomination Process. It was suggested that a sentence in the first paragraph should read “in the bylaws and the Accola Board handbook”. With this change, Jean moved to affirm this process and Kevin seconded. All present members voted to approve this process.

**Past Chair Role & Scope of Work**

The committee discussed the role of a past Board Chair and the scope of work this role entails. In previous years, the past Chair becomes the Vice Chair for the first year. This will ensure a smooth transition for the Board. We also discussed that depending on the needs of the organization and environment, the Vice Chair does not automatically become Chair.-

**Board Recruitment/Onboarding**

The committee reviewed and updated the Board Recruitment List. A Board Development Plan needs to be organized for FY26. The committee discussed the

process for inviting new people to join the Board. There was a discussion about inviting Andrea Pearson Tande, CSJ-C, to join the Board as of July 2025.

### **Zoom Meeting Protocol**

The committee discussed Zoom protocol and meeting etiquette. There was a discussion about where future Board and committee meeting will take place and what kind of technology will be needed to ensure full participation. We decided to replace protocol with guidelines.

### **Survey Update**

Board and committee assessments will be emailed out soon.

### **Board Attendance**

It was reported that overall attendance is good.

### **Other**

The committee discussed ways to increase Board engagement. An off-site retreat was suggested to facilitate Board relationships and provide advancement training.

Kevin reported that Stacy will be stepping away from the Board at the end of the fiscal year. He expressed appreciation for her work on the Board and in her committees.

**Meeting concluded** at 9:39 a.m.

**Respectfully submitted by:** Lacy Sietsema, Accola