



# Nominating Committee

## Meeting Minutes – April 25, 2018

Ten Pin Building Mezzanine

### Present

**Board:** Cheri Strong (NC Chair), Mary Ella Anderson, Ed Smith, James Kloor, Robert Donovan

**Staff:** Emily Walter, Melanie Bettenhausen

**Members:** None

#### 1. **Welcome and Review**

The meeting commenced at 6:02pm by Cheri.

#### 2. **Approve Minutes**

Consensus to approve the March 2018 Nominating Committee minutes.

#### 3. **Election Material Content**

The committee reviewed election material content.

- Make the Qualifications section friendlier. Marketing can play with the wording. Something that suggests: the only qualification is that you are a member... We encourage all applicants to attend a board meeting in June or July... All applicants must adhere to the following policies...
- Remove the three headings with the word “duty” and turn the content into bullet points.
- Remove the words “you, him, her, he, she” and replace with the appropriate verbiage.
- The committee would like the day of the week included next to the date on the Election Timeline.
- Clarify applicant question #5 to read “Why are you a member of the North Coast Co-op?”

#### 4. **Board Orientation**

- The group like the idea of inviting outgoing board members to attend the orientation. This would be an ideal time to additionally thank any outgoing board members.
- During the October Executive Session, the Board should discuss what topics to review with new board members at the November Executive Session.
- Additional orientation sessions could take place 30 minutes prior to future Board meetings. Orientation sessions following the initial November orientation can be scheduled once the new board is in place.

**Motion:** Recommend the board update the Board Orientation section of the Board Policy Manual to state that the Nominating Committee Chair or their delegate is responsible for coordinating the board orientation.  
Approved by consensus.

#### 5. **Board Recruitment**

Marketing will stay within the current advertising channels to spread the word about recruiting applicants and encouraging members to vote. This would include radio where we have underwriting, such as KHSU, and print advertisements.

#### 6. **Agreements**

Next meeting is Wednesday, August 22.

Consensus to update the Board Policy Manual to state that the Nominating Committee Chair or their delegate is responsible for coordinating the board orientation.

#### 7. **Next agenda items**

- Review applications

Meeting adjourned at 7:05pm by consensus

*Minutes by Emily Walter*

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