



**AGENDA**  
**Policies & Procedures Committee (PPC) Meeting**  
**September 19, 2018 from 6:00-8:00 pm**  
**Ten Pin Building – 793 K St, Arcata**

**Facilitator:** Leah

**Outcomes:**

- Approval of draft minutes from July Policies & Procedures meeting
- Understand what is needed to implement a cybersecurity policy
- Agreement on board correspondence policy
- Bylaw clarification regarding board qualifications
- Understanding potential impact from proposed amendment to CA Securities law
- Updated draft GM job description
- Draft policy for annual GM review
- Understanding of future agenda items and hotlist items

	What	How	Who	Minutes	Time
1	<b>Welcome &amp; Review</b>	- Introductions - Check for changes to the agenda	- Leah	5	6:00-6:05
2	<b>Approve Minutes</b>	- Ask for consensus on approval of the May 2018 minutes	- all	5	6:05-6:10
3	<b>Member Comments</b>	- Members share topics not already on the agenda	- all	5	6:10-6:15
4	<b>Cyber Security</b>	- Discuss the creation of a cybersecurity policy	- Jason	15	6:15-6:30
5	<b>Board Correspondence Policy</b>	- Discuss potential changes to board correspondence policy	- Leah	5	6:30-6:35
6	<b>Bylaws Clarification</b>	- Discuss correspondence from Van Baldwin and what bylaw clarification will be needed	- Leah	10	6:35-6:45
7	<b>CA Security Laws Amendment</b>	- Review proposed amendment	- Colin	10	6:45-6:55
8	<b>GM Job Description</b>	- Review and update GM job description	- Colin	20	6:55-7:15
9	<b>GM Review</b>	- Draft a policy for annual GM review and evaluation	- Leah	30	7:15-7:45
10	<b>Hotlist Items</b>	- Review and update current hotlist	- Leah	5	7:45-7:50
11	<b>Next Agenda Items</b>	- Review potential agenda items for next meeting - Next meeting November 7, 2018	- Leah	5	7:50-7:55

**Hotlist:**

- GM Review – create a policy for GM review & evaluation
- Establish strong policies and procedures for search and monitoring of GM