

## Governing Docs Ad Hoc Committee Meeting Minutes

Date: Oct 1, 2024

Time: 1:00pm

Location: OVA – Suite B

### **1. Call to Order**

- Chair: Steve Spillman
- Time: 1:00pm

### **2. Roll Call**

- Members Present:
  - Steve Spillman
  - Jerry Gladstone
  - Heidi Klyn
  - Non-Voting Member GM Christel Antone
- Crissi Langwell – Communications Director Attendee (Recording Secretary on behalf of GM)
- Jackie Ryan – Communications and Messaging Task Force Chair (Invited to sit in as messaging advisor)

### **3. Minutes –**

- Sept 3, 2024 – Approved Unanimously
- Sept 12, 2024 - Approved Unanimously

### **4. Open Forum (Two Guest Attendees)**

- A guest mentioned that the website was lacking current minutes and agendas. Christel responded that she would review and make the necessary updates.
- A guest raised a concern about the accessibility of the committee meeting's date, time, and location, stating that it needs to be more visible. Christel stated that she will collaborate with the OVA's communications director to make that information more prominent on the committee page of the website.

### **5. Unfinished Business**

- Steve S mentioned that he has compiled the notes from the individual discussions the committee conducted in September. Steve S did share that the committee would abide by those participants request to remain confidential.

### **6. New Business**

- Draft Charter: Chair Steve S is submitting the committee approved charter to the board for approval at next open meeting.
- Additional Committee Members: Steve S discussed a few candidates that may be interested in join the committee and would like to get the additional members voted on at next committee meeting. Jerry suggested that these members could be assigned specific tasks to conduct research and assist the Committee in making progress.

- Review of Draft Schedule/Timeline: Jerry G and Christel reported that they are at a standstill with the review of the draft schedule/timeline but have noted some rough ideas. Christel and Jerry are meeting tomorrow 10/2 to go over ideas.

Community Outreach Plan:

- \* Christel emphasized the need to establish a clear foundation for the Committee's activities before communicating with the community.
- \* Jackie Ryan emphasized the importance of disseminating information to the community and maintaining transparency; however, she noted that the information must be accurate, and the committee is still in the process of gathering it.
- \* Potential ideas shared for the outreach plan included Fireside Chats, Town Halls, and Workshops.

**Committee Member Comments:**

- Heidi K initiated a discussion on the necessity of prioritizing the alignment of the Governing Documents with regulatory compliance. This could serve as the first phase of the restatement process, with subsequent phases addressing other topics deemed important by the community.
- There was a discussion about sharing information with the community. Christel emphasized that the first phase, which is proposed as the compliance aspect should be presented separately from any other changes (topics considered important) to avoid confusion.
- Christel suggested creating a roadmap that outlines the scope of work and includes a timeline highlighting the phases. This would help members understand that there could potentially be a second phase of the restatement that addresses other topics beyond just compliance updates.

**Next Meeting**

Next Regular Occurring Meeting:

-Date and Time: Tuesday Nov 5, 2024 at 1pm

Location: OVA – Suite B

**. Adjournment**

- Motion to Adjourn: Steve Spillman

- Seconded by: Heidi Klyn

- Time: 1:56 pm.

Minutes Submitted by: Christel Antone

Date: October 2, 2024

Approved: (Next meeting)