



AGENDA  
**Policies & Procedures Committee (PPC) Meeting**  
**July 18, 2018 from 6:00-8:00 pm**  
 Ten Pin Building – 793 K St, Arcata

**Facilitator:** Leah

**Outcomes:**

- Approval of draft minutes from May Policies & Procedures meeting
- Understand what is needed to implement a cybersecurity policy
- Begin drafting procurement policy
- Decision on adding an indemnification clause to the Bylaws
- Bylaw clarification regarding board qualifications
- Understanding of future agenda items and hotlist items

	<b>What</b>	<b>How</b>	<b>Who</b>	<b>Minutes</b>	<b>Time</b>
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	30	6:15-6:45
5	<b>Procurement Policy</b>	- Discuss creation of a procurement policy	- James	25	6:45-7:10
6	<b>Director Indemnification Clause</b>	- Discuss adding indemnification clause language into the Bylaws	- James	20	7:10-7:30
7	<b>Bylaws Clarification</b>	- Discuss correspondence from Van Baldwin and what bylaw clarification will be needed	- Leah	10	7:30-7:40
8	<b>Hotlist Items</b>	- Review and update current hotlist	- Leah	15	7:40-7:55
9	<b>Next Agenda Items</b>	- Review potential agenda items for next meeting - Next meeting September 19, 2018	- Leah	5	7:55-8:00

**Hotlist:**

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