



**Policies and Procedures Committee—DRAFT Minutes**  
April 6, 2015 – Ten Pin Conference Room – Arcata, CA

Present at the meeting: (meeting not recorded)

Board: Fred Moore (exited 6:30pm), Jessica Unmack, Dave Feral (entered at 6:15pm)

Staff: Melanie Bettenhausen

Members: John Lucas, Colin Fiske, Mo Bourke

Meeting commenced at 5:30pm

Welcome: Committee Chair not present initially. Fred chosen as facilitator.

Discussed changes to the charter and amended draft in real time. Changes to the remaining charter sections were as follows:

Composition—rather than a limit on the number of members, a process was defined for how members can become a voting member of the committee.

Decision Making—removed last sentence as redundant now that Composition section covers how to become a voting member of the committee.

Communication—added the word “proposed” in front of agenda to ensure that action could be taken on items that were not listed on the posted agenda. Language added to clarify which minutes will be posted prior to meetings. Added Customer Service to the list of places where agendas and minutes should be posted.

Reporting to the Board—added the word “any” to indicate that the committee chair can place items on the board agenda for any meeting, not just during annual review.

Meetings—changed to reflect new committee status as a standing committee, which shall meet monthly rather than as needed.

Motion: Recommend to the Board that the Policies and Procedures Committee Charter be adopted as presented.      Consensus reached
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Agenda topics for next meeting:

- Look at all documents and rank and prioritize them (admin code, bylaws, etc.)
- Review items on “hot list” (board correspondence, etc.)
- Draft policy for committee membership, determine where the policy lives

Meeting adjourned at 7pm.

Minutes by Melanie Bettenhausen