**Board Members Present:**

Mac Bracewell, Committee Chair

Ann Carey

David Engdahl (late)

**Board Members Call In:**

Kate Rowe

**Staff Present:**

Tony Allegretti

Patrick Fisher

Amy Palmer

**Call to Order**

Mr. Bracewell, the Chair of the Committee, then called the meeting to order at 1:30 PM.

**Meeting Dates**

Mr. Bracewell reviewed all Committee meeting dates scheduled for fy17-18

**Purpose of Committee**

Mr. Bracewell outlined the purpose of the Committee as outlined in the Bylaws.

**Finance Chair**

Pam Smith has agreed to serve as the Chair of the Finance Committee. The Board will hold an officer vote at the December 14, 2018 Board meeting. The Board will vote a Board member into the role of Treasurer. That Board member will then serve as the Chair of the Finance Committee.

**Cultural Service Grant Program**

Ms. Palmer outlined the changes in the City ordinance governing the Cultural Service Grant Program, which supersedes Bylaws.

The Governance Committee will make the recommendation to the Board that the Bylaws be updated to remove verbiage outlining any City ordinances, and instead reference the specific ordinances codes.

Ms. Palmer outlined the procedural method for nominating Committee members, as outlined in the ordinance. She expressed that the Governance Committee should be looking to nominate one Board and one community rep candidates for the Committee for fy17-18.

**Development Committee**

The Development Committee is without Chair. The Bylaws state that the Development Committee must include no more than four Board members, but may also include up to four community members. The group discussed recruiting community volunteers to serve on the Committee.

**Bylaws**

Mr. Bracewell expressed that the Bylaws have a number of issues pertaining to grammar, formatting, and consistency. Mr. Bracewell has indicated that he would like to work with Ms. Rowe to comb through the Bylaws and correct these issues.

**Communications**

Mr. Fisher created a guide of best practices for communications. Mr. Bracewell and Ms. Carey would like to use this as guiding practices, but not policies and procedures.

**Closing**

The meeting came to a close at 2:50 PM.