

**MEETING MINUTES: 23Sept22 Governance and Bylaws Working Group Meeting**  
**Committee: Governance and Bylaws WG**

**Meeting date:** 23Sept22

**Attendees:** Pam Herman, Debby Dittman, Kathy Roskos

**Written inputs:** Reviewed comments on documents received from Alice Hewitt, Kathy Roskos, Viji Nakka-Cammauf and Rachael Meny

***Draft Policy Document Review***

The comments on each draft policy document were reviewed and discussed at the WG meeting.

Revisions were agreed to.

The **Records Retention** and **Whistleblower** draft policies will be submitted to the EC (Sept 28) and BOG (Oct 12) for comment.

**The WG is targeting finalization prior to the Nov 9 BOG meeting.**

For the (Conflict of Interest) COI draft policy, Pam has decided to review the other COI examples at her disposal to see if simpler wording exists for **Article III: Procedures:**

**3. Procedures for Addressing the Conflict of Interest** and **Article VII: Period Reviews.**

This draft will be revised following today's meeting, and a second draft will be ready for discussion by the WG after the EC meeting next week.

**The COI draft policy is targeted to be brought forward to the Nov 9th BOG meeting.**

***Status of Non-profit lawyer finalists' discussion***

Pam and Debby have appointments to meet with each of the finalists per the schedule below:

Chris Delfino (Delfino/Madden, week of 19 Sept 22).

Karl Mill (Mill Law Center, week of 26Sept22)

Report out and recommendation on next steps will be conducted at the EC meeting on 28Sept22.

**Submitted 23Sept22:** Kathy Roskos