

DWELLING PLACE OF GRAND RAPIDS  
GOVERNANCE SUB-COMMITTEE  
January 15, 2019  
*Approved March 11, 2019*

**MEMBERS PRESENT** Annamarie Buller, David Byers (via phone conference), Juan Daniel Castro, Holly Jacoby (via phone conference), Rick Stevens, Larry Titley

**MEMBERS ABSENT** LaTarro Traylor

**STAFF & GUESTS PRESENT** Julie Burmania, Zoe Post, Dennis Sturtevant

The meeting was convened at 9:07 AM by Juan Daniel Castro.

**APPROVAL OF DECEMBER MINUTES** **Minutes of the Governance Sub-committee meeting of December 18, 2018 were approved by motion of David Byers, supported by Annamarie Buller and carried unanimously.**

**BOARD RECRUITMENT** Ms. Burmania of HR Collaborative reviewed the Board Succession Plan Outline, noting that the Sub-committee has already identified its priorities for the Board composition and determined where to focus Board recruitment based on the Deloitte Matrix. The task now is to define a process that will address the immediate needs of the Board and create a framework for filling future vacancies. Ms. Burmania will contact Sub-committee members with survey-style questions—how to address conflicts of interest in Board candidates, what groups to contact for Board recruitment, and how to assess Board member performance—and attend the next Governance meeting to discuss key themes and next steps.

**OTHER ISSUES** Mr. Sturtevant explained several resources sent to the Sub-committee for consideration, including a resume for Cathy Bronkema. After reviewing her merits both in real estate and finance, and with the caveat that she sign a conflict of interest form, the Sub-committee decided to invite Ms. Bronkema to serve on the RED & Asset Management Committee.

A brief discourse over how to select Board members for NeighborWorks Training Institute events occurred; for now the invitation will extend to all Board members, though this does not guarantee they will be selected to attend.

The Sub-committee engaged in a lively discussion over Board member term limits. As consensus was not reached, the Sub-committee decided to table the discussion and bring it before the full Board of Directors after addressing infrastructure issues such as desired Board member qualities and means of evaluating the Board.

**ADJOURNMENT** The Governance Sub-committee meeting was adjourned at 10:44 AM by Juan Daniel Castro.