



Board of Directors Committee Report Meeting Date: September 6, 2017

Item:	Governance Committee Report
Author:	Steven Hong, Governance Committee Chairperson
Purpose of Report:	Decision

Meeting Summary:

The governance committee met on September 6th to have a discussion on various topics. Following are some of the topics that were discussed during the meeting.

- BOCO Report - Chirag slides and session notes were requested to be included as an additional item in the BOCO Report being presented at the Board of Directors September Meeting. Refer to the documents in Appendix #1, #2, #3, and #4.
- Project Ovidius Update - the committee was informed about Project Ovidius. The project involves working with a consultant to design the roles of the governance committee, and is the report back required from the June 18th Board of Directors Motion relating to governance next steps. The details of the project will be further explained to the committee in the future meetings soon.
- Committee Plan - the committee discussed the appropriate amount of time needed, to ensure a proper review of content for the agenda from committees. From this discussion it was clear that having information that is as up to day as possible was more important than extra time to review content. The committee agreed that 2 business days (48 hours) were sufficient for all committees. Notice and agenda dispersal for a BOD meeting remains at 5 business days.
- Meeting Frequency – the committee discussed that they will meet once a month and will have two additional meetings between October and November to further discuss Project Ovidius.
- Terms of Reference (ToR) – the committee postponed any decision regarding ToR until the advancement of Project Ovidius in an effort not to duplicate work as Project Ovidius may provide useful insight into the potential contents of the ToR.
- Board of Directors Agenda items Requests– the committee after a discussion decided that agenda items should be handled by one individual who will also forward all motions to the relevant subcommittees. The hope with this centralized approach is to ensure items can easily be tracked throughout the entire board of directors process, and that appropriate approvals are provided for

each motion. This process is still a work in progress, but ensuring a functioning committee structure was a priority of the committee.