

## Minutes

### VSAC Governance Committee Meeting

September 14, 2015  
8:30 a.m. – 10:00 a.m.

Board Room, VSAC Offices  
10 East Allen Street  
Winooski, VT

**Committee Members Present:** Dave Larsen (Chair), Martha Heath, Dodie Mitchell, and Pam Chisholm

**Committee Members Absent:** NA

**Other Members Present:** Sarah Buxton

**VSAC Staff Present:** Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, Kristi Rocheleau

**Others:** Carolyn Joseph, Boardvantage

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The meeting was called to order at 8:34 a.m., with all members present.

Dave Larsen summarized the meeting agenda and collected input from all present.

#### Approval of Minutes

*Upon a motion made by Martha Heath and seconded by Pam Chisholm, the Committee voted unanimously to approve the Governance Committee minutes of the May 11, 2015 and May 20, 2015 meetings as presented.*

#### Review of FY 2016 Committee Work Plan

The Committee reviewed, discussed, and prioritized the work plan for 2016 previously circulated by Tom Little and Dave Larsen. An updated work plan will be circulated.

#### Board Portals - Update from Management and Vendor Demonstration

Dodie and Scott provided an update on the status of the Board Portal tool evaluation. The Committee then reviewed one potential option via a presentation from Boardvantage's Carolyn Joseph who led a live demonstration of some of the key features of the system. Questions with regard to governance, membership, and meeting were addressed. The Committee recommends that Management add the Board Portals topic to the October Board agenda.

#### Planning for the Next Meeting

The Committee requested that the next agenda include: 1) Board Orientation 2) E-Governance/Board Portals and 3) Board Leadership cultivation.

#### Other Business

There being no other business, the meeting adjourned at 10:02 a.m.

Respectfully submitted,

Thomas A. Little, Assistant Secretary