

To: Governance Committee

From: Timothy Geelan, Chair

Date: November 4, 2021

We will meet on

**Tuesday, November 9, 2021
8:00 AM
Community Foundation of Middlesex County
Via Zoom**

Our tentative agenda will include the following:

1. Minutes May 4, 2021
2. Personnel Manual Revisions – Packet contains:
 - a. Summary of Comments/Revisions (Document A)
 - b. Comments – Miscellaneous Sections - Revised – (Document B 1-B 3)
 - c. Social Media Policy – (Document C 1 – C 5)
 - d. Remote Work Policy – (Document D)
3. Board and Committee Planning
 - a. Nominating Committee Update
4. National Standards Update
5. Old Business
 - a. Janvrin Committee – Land Acquisition Guidelines
 - b. Guidelines for Individual Funds
 - c. Killingworth Community Fund
6. New Business
 - a. Gift Acceptance Policy (GAP) – Packet contains:
 - o CFMC current GAP – (Document E)
 - o Ethicist Article- (Document F 1 – F 2)
 - o Column – “Is your Nonprofit’s Gift Acceptance Policy Clear, Flexible and Up to Date?” (Document G 1 – G 5)
 - b. 2022 Planning
7. 2022 Meeting Dates – (All Tuesdays)
 - o February 1
 - o May 3
 - o June 7
 - o August 9
 - o September 13
 - o November 8

Please contact Cynthia at 860-347-0025 or Cynthia@MiddlesexCountyCF.org regarding your attendance.

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COMMUNITY FOUNDATION OF MIDDLESEX COUNTY, INC.

Nominating Subcommittee

October 23, 2020 Meeting Minutes

Via Conference Call

Presiding: Marc Levin, Chair

Present: Greg Rainey, and Cynthia Clegg, Staff

Unable to Attend: Moira Bessette Martin, Nancy Fischbach

Call to Order: Marc Levin called the meeting to order at 9:03 a.m.

Approval of Minutes: The minutes of the September 25, 2020 meeting were approved on a motion by Greg Rainey and seconded by Marc Levin.

1. Discussion Items:

- a. Committee Membership/Composition/Chairs
 - i. The Nominating Committee reviewed the committees and current members on each. Cynthia will follow up with Dave Reynolds (Audit), Dave Sams (FIC), Larry McHugh (Strategic Planning, Nominating), Gary Wallace (Nominating). Nancy will contact Meg Whelen (Grants).
 - ii. Cynthia will confirm membership on the various committees via email and with the distribution of the 2021 calendar.
 - iii. The following people have agreed to serve as committee chairs: Judy Schoonmaker (Development), Greg Rainey (Marketing Subcommittee), Sue Martin (FIC), Tim Geelan (Governance), Marc Levin (Nominating Subcommittee), David Director (Personnel), Brian Abely (Facilities).
 - iv. The following people need to be contacted to confirm committee chair positions: Dave Reynolds (Audit/Cynthia), Meg Whelen (Grants/Nancy), Clio Coles (Technology/Marc), Tom Gezo (Janvrin/Cynthia).
 - v. Cynthia will add the Strategic Planning Committee to the list and will confirm participation on that committee with: Tom Gezo, John Biddiscombe, and Sue Sawchuk. She will contact Larry McHugh and ask him to join the committee. Deborah Moore has agreed to chair the committee.
- b. Board Class List/Skill Sets Needed
 - i. The group talked about the current Board's skills and expertise and commented that now, more than ever, CFMC needs to strengthen its Development Committee. The group will seek the Board's assistance with possible candidates for Development. Action: Cynthia will outline what skills are needed (i.e. relationship building, introductions, etc.) for the Board. Cynthia will also reach out to other CFMC volunteers for potential nominees.
 - ii. Committee members were assigned to contact current and retiring Board members to update committee and leadership roles: Marc – Susan Martin, Tim Geelan; Nancy – Meg Whelen; Cynthia – Brian Abely, Wally Jones, and Dave Reynolds.
- c. Board Leadership
 - i. Marc confirmed the following names: John Boccalatte (Chair), Tim Geelan, (Secretary). He stated that John Boccalatte approved the names for the Vice Chair(s) position(s) and that he expected to have acceptance in the next week.
 - ii. The committee approved Marc as a candidate for Treasurer.

2. Next Meeting Date

- a. To Be Determined

3. Adjourn

- a. There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully Submitted,

Cynthia Clegg