



# Governance

## Governance Committee Meeting

Thursday, May 5, 2016

*(Meeting Held at the Village of Richfield Town hall,  
Mayor's Conference Room)*

In Attendance:

Committee Chairperson, Mr. Dominic Cugini  
Committee Members: Mr. Taylor, Mr. Norris  
RJRJ Administrator, Mrs. Debbie Bluso Rogers

Also in Attendance: Members of FOCH

**Called to Order:** Mr. Cugini began the meeting at 5:40 p.m. Mr. Cugini introduced the members of the Governance Committee to all in attendance: Mr. Norris, Mr. Taylor and self.

**Roll Call:** Members of the Committee Present: Trustees Cugini, Norris and Taylor

**Business:**

**Overview of Committee Process:**

The Agenda is required to be out 24-hours in advance. Meeting minutes for each committee will prepared and disseminated among the full Board. The respective committee members will approve their meeting minutes at a regular meeting and then they will be accepted into the RJRD Record of Proceedings.

Committee recommendations are only submitted to the Full Board when the majority of a committee agrees through formal vote. The committee vote [majority or unanimous] does not constitute a formal action; it is only to move the item to the Full Board. The Full Board has the authority to take formal action through motion or resolution. There were no additions or comments to that summation.

**FOCH Work Plan:**

Corey Ringle represented the FOCH members in attendance. The names of those attendees were not noted for the record. Cugini explained that the FOCH would lead the discussion through a presentation of their proposed work plan. The Governance Committee would ascertain items to go forward for inclusion in a work plan. Cugini anticipated that the discussion may continue between and among the other RJRD committees before a work plan is ready to be presented to the Full Board for formal action.

Ms. Ringle presented the work plan document. Mr. Cugini stated information required in a work plan.

- (a) Purpose of what to achieve
- (b) Specific goals
- (c) Objectives to the specific task.

Regarding the website, it was noted that the website was designed by Jenny Austin who also designed the FOCH website. The website changes/updates need to have a "public entity" feel. There was no consensus to spend additional money on a website. Action taken: the Administrator will email all of the board to provide "likes and dislikes" of the site. Those will be reviewed and implemented as needed.

The Administrator has set up a Drop Box account and Cugini would like this to be used by the Board to share data. Cugini will follow up with board member training.

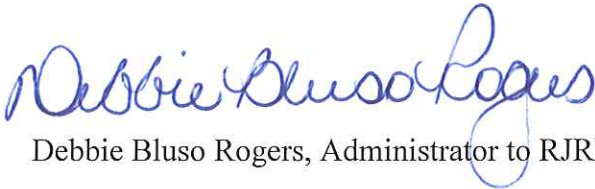
**Meetings**

The Committee Members were asked to submit agenda items to Mrs. Bluso Rogers prior to the next meeting.


The Governance Committee will meet monthly, the fourth Tuesday at 5:30 p.m. Mrs. Bluso Rogers will email the committee chairs to provide list of policies and procedures required and input regarding the website. A resolution memorializing the August 24, 2015 motion will be prepared as discussed.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



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Richfield Joint Recreation District, GOVERNANCE COMMITTEE  
Chairperson