

Personnel/Governance Committee January 15, 2020
Meeting Minutes

Attending: Emma, Ruba, and Zale

1. Check-in (all are well), agenda approval (approved!)
2. December minutes approved
3. February: Zale will be in Thailand, so no February meeting. March and April will be as scheduled.
4. Employee Manual: Zale has done some work on a draft that was created by the previous interim manager (based on an earlier draft). Emma and Zale will continue to find templates from other organizations.
5. The group wrote a rationale for the bylaw revision passed last year by the board, to appear on this year's ballot:

Bylaw revision:

*Special meetings of the board of directors may be called by the president or any four board members, or by written demand delivered to the secretary signed by at least five percent of the members of the corporation and describing the purpose or purposes for which it is to be held. Notice of special meetings shall be delivered to each board member personally, or by telephone, **electronic mail, or text message**, not less than two days prior to the special meeting, or by mail, with a postmark of not less than four days prior to the special meeting. **Board members shall acknowledge receipt of notice.***

Committee members wrote the following:

If this additional sentence is approved, please also approve the following rationale to appear on the ballot:

The KBOO board of directors asks members to approve this bylaw revision as it will make notices of special meetings more accessible to more board members, as well ensure that notice is received and responses can be expected.

6. The rest of the agenda was tabled.

Next meeting: March 9, 2020