

**Governing Documents Committee**  
**Minutes for April 5, 2025**  
**Pavilion & Zoom**  
**9:00 a.m.**

**1. Meeting was called to order** at 9:00 a.m. by Bill Lewis II. Present were committee members, Debbie Bailey, Connie Baldin, Elizabeth Gilbert, Mark Greco, Bill Lewis II, Finn Myggen, Gail Pattarino, Alicia Rogers, Patrice Stimpson, Grace Wollemann, board liaison Carolyn Gilbert, and guest, Cliff Penick, Sr.

**2. Minutes for March 1, 2025 were reviewed and approved by email.**

**3. Old Business**

- a. Business Policy G-7 – IDR’s (previously H-10)

**Discussion:** The committee concurred by consensus with changes.

- b. Business Policy G-6 (Legal Contact) (previously H-5)

**Discussion:** The committee concurred by consensus with changes.

- c. New form to accompany Business Policy B-10 – Member Addresses and Email Addresses (previously D-11)

**Discussion:** The committee concurred by consensus with changes at the March 1, 2025 meeting, pending a new form. The committee concurred by consensus to the changes to the form.

**ACTION ITEM:** Bill Lewis II will update form with changes and send to Grace Wollemann to add to the current policy and for board approval.

- d. Business Policy D-3 – CCC Box (previously C-3) - form to be attached

**Discussion:** The committee concurred by consensus with changes at the March 1, 2025 meeting, pending review of the CCC form. The committee concurred by consensus with changes to the CCC form.

- e. Business Policy E-4 – [Facility] Booking Requests (previously G-4) – Facility Use contract to be attached

**Discussion:** The committee concurred by consensus with policy changes at the March 1, 2025 meeting, pending review of the contract to be attached for reference. The committee recommended the contract be sent to management and to legal for review along with any applicable concerns and notes.

- f. Business Policy G-11 (previously H-15) – Board Training and Education

**Discussion:** The committee discussed additional concerns regarding board training issues. The committee decided to withdrawal this policy for further research.

**ACTION ITEM:** Grace Wollemann will work on this policy to include additional training items.

- g. Business Policy G-9 – PMCPOA Board Interaction with Employees (previously H-11)

**Discussion:** Grace Wollemann raised concerns regarding this policy. The committee decided to withdrawal the policy pending those concerns.

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**ACTION ITEM:** Elizebeth Gilbert and Bill Lewis II will work on this policy.

**4. New Business**

- a. Business Policy B-4 - Access to Records (previously A-12)

**Discussion:** The committee decided to withdrawal the policy pending code updates. The form associated with B-10 will also be attached to this policy.

**ACTION ITEM:** Mark Greco will work on updating this policy and Bill Lewis II will send the updates to the form..

- b. Proposed changes to Rule 2.02 (Due Process)

**Discussion:** The committee discussed policy G-1 regarding this proposal.

**MOTION** was made to approve the update to Rule 2.02 (Due Process). Member Myggen **opposed**. Members Bailey, Baldin, Gilbert, Greco, Pattarino, Rogers, Stimpson, and Wollemann **approved**. **MOTION** carried.

- c. Executive Session Virtual Meeting waiver form

**Discussion:** The committee decided to withdrawal the policy. Issues were raised regarding a policy or code relating to executive session zoom meetings.

- d. Interpretation of Business Policy H-2 (Open Board of Directors Meetings) regarding time limits for speakers per Robert's Rules of Orders

**Discussion:** The committee agreed that the bylaws allow for modifications of Robert's Rules of Order that are memorialized within H-2 and directors are allowed to speak twice for up to 10 minutes each time on a matter unless a 2/3's vote in advance by the board modifies that limit or overall debate time.

- e. Clarifications for Bylaw 5.05B and Rules 20.4 a&b (regarding date submission of candidate nominations)

**Discussion:** The committee discussed the different dates for candidate nominations. Update to policy A-15 was also discussed.

**5. Adjournment.**

**MOTION** by Grace Wollemann, **SECOND** by Elizabeth Gilbert to adjourn.  
Meeting adjourned at 11:50 a.m.

The next governing documents committee meeting will be held at **9:00 a.m. on May 3, 2025** in the Pavilion and on Zoom.