

**LEADERSHIP DEVELOPMENT COMMITTEE MEETING MINUTES  
MONDAY, MARCH 26, 2018**

PRESENT	Kate Wren Gavlak	California Commissioner	Chair
	Sarah Forster	Maine Commissioner	
	Gary Hartman	Wyoming Commissioner	
	Craig Neuenswander	Kansas Commissioner	
	Cheryl Serrano	Colorado Commissioner	
	Cherise Imai	Executive Director	Secretary
	Rick Masters	General Counsel	
	Richard Pryor	Communications Associate	
EXCUSED	Laura Anastasio	Connecticut Commissioner	
	Mary Herman	Alaska Commissioner	

**ITEM 1 – CALL TO ORDER AND WELCOME**

1. Chair Kate Wren Gavlak called the meeting to order at 12noon EST. Roll call was conducted by Executive (ED) Cherise Imai and quorum was established.

**ITEM 2 – AGENDA AND MINUTES**

2. The agenda was moved for approval by Gary Hartman (WY) and seconded by Cheryl Serrano (CO). The motion carried. Sarah Forster (ME) motioned to approve the minutes of the February 26, 2018 meeting and seconded by Gary Hartman (WY). The motion carried.

**ITEM 3 – REVIEW REVISED BY-LAWS LANGUAGE**

3. Chair Gavlak referred to the By-Laws and the term change from one to two years, and service of one-term. General Counsel Masters said to add the word “a” before the “two-year term”, otherwise the language is fine. He added that a 30-day notice is required for the Commission to review the By-Laws change. Members agreed that a transition period from the current process to the new one is needed to avoid confusion by the Commission. If the current Past Chair, Chair, Vice Chair, and Treasurer remained in place for an additional term over the next year (2018-19), the new process would be implemented and would allow for continuity. They recognized the need to check with these individuals to see if they would be willing to do this, as they may be expecting their term to end. An additional concern was this would perpetuate the idea that the Executive Committee (EXCOM) is predetermined, and someone may be expecting to take the Chair next year. Also, we have followed our two-year term process since the Commission began and this would deviate from this process. General Counsel Masters said we could make the change to the By-Laws, but we haven’t yet, and this process would require a change. Chair Gavlak will bring this item up to the EXCOM in April and ask for feedback

**ITEM 4 – LEADERHIP SURVEY, PROCESS, AND NOMINATION FORM**

4. Chair Gavlak said we agreed in October the need to develop a survey to identify members that are interested in serving in leadership positions - as a committee chair, leadership position, or helping with various initiatives. Members agreed that surveying is a good annual practice and often members don’t volunteer, however they agree to serve if you ask them. The proposal is to first survey members, then identify possible candidates. All agreed that survey should be short and succinct, reviewed the draft sample and made several revisions.

**ITEM 4 – OVERALL PROCESS AND TIMELINE**

5. Chair Gavlak reviewed the draft overall tasks, timeline for the process. All agreed that the timeline is transparent, and deadlines must be upheld and be clear to all. The revised process is not mandatory, however if it

is presented transparently, with the goal of ensuring that we are regularly cultivating good leaders with experience, to avoid thrusting someone with very little experience into a leadership position. He cautioned again that the current election process must be followed, until these changes are amended in the By-Laws. He added that the proposed process can be circumvented. The difficulty is balancing organizational best interest and democracy. Concerns were that we have consistent turnover of Commissioners, and elections are coming up and Commissioners may change. It was agreed that a breakout at the Annual Business Meeting may be helpful to get the information to Commissioners.

#### **ITEM 4 – PROCESS OVERSIGHT**

6. This Committee is an Ad Hoc Committee, which is temporary and designed to address the election process. Is this the right structure to oversee the election process? The Chair is the Past Chair of the Commission. Is this appropriate? Members agreed that a Committee overseeing the process is a good idea, however they support a “trial run period” of the proposed process to see if it works. This would allow us to revise it if needed. General Counsel Masters agreed and said we would eventually need to adjust the By-Laws to convert the Ad Hoc to add a new committee. He agreed that someone from the outside could do a nomination from the floor.

#### **ITEM 5 – 2017 ANNUAL BUSINESS MEETING ELECTIONS**

7. Members discussed if last year's election incident was: 1) a one-time occurrence and someone didn't want to follow past practice, or 2) are there a group of people that are dissatisfied and is there someone waiting in the wings wanting to be nominated? It was agreed that this incident is unfortunate, and it was not communicated clearly to the Commission that we operated under two-year terms since the inception of the Commission. Members didn't know what they didn't know. All agreed that going forward that we need to clearly communicate the expectations and the process.

#### **ITEM 6 – SLATE OF CANDIDATES AND VOTING**

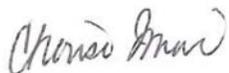
8. ED Imai reviewed the current protocol for elections. Slate of candidates are announced on the first day, and voting is conducted on the second day.

9. Historically (with the exception of last year), the slate of candidates was always accepted by the Commission. Last year was the first time we held a paper ballot vote which were manually counted by staff. All agreed that:

- the slate of candidates would be provided to the Commission prior to the meeting
- an opportunity would be provided for commissioners to meet the candidates
- voting would be conducted at the meeting as the second to the last item on our agenda
- since we only see each other once a year, providing the opportunity to meet the candidates
- the outgoing Chair would close the meeting and the Chair elect would assume duties
- inquire on electronic voting options

**ITEM 7 – ADJOURNMENT** – With no further business to conduct, Chair Gavlak adjourned the meeting at 12:57 PM EST.

Respectfully submitted by,



Cherise Imai  
Secretary/Executive Director

Approved May 21, 2018