



**NACM Governance Committee
Conference Call Meeting Minutes**

A conference call via telephone and online webinar of the NACM Governance Committee was held on Wednesday, May 17, 2017 at 2:00 PM (ET). The meeting was called to order at 2:05 PM (ET) by T.J. BeMent, Chair. The meeting proceeded as follows:

I. Roll Call and Introductions

The following committee members and guests were present:

- | | |
|---------------|---------------------|
| - T.J. BeMent | - Greg Lambard |
| - Ron Truss | - Dawn Palermo |
| - Mark Dalton | - Jessica Parks |
| - Julie Dybas | - Janet Reid (NCSC) |
| - Jo Haynes | - Mark Weinberg |

II. Approval of Minutes

The committee was asked to review the minutes from the May 17, 2017 conference call. Ron Truss moved for their approval, seconded by Greg Lambard, and the motion carried.

III. Operations Manual Update

T.J. BeMent introduced and thanked the Subcommittee members – Jeffrey Tsunekawa, Jessica Parks, and Russell Brown with Mark Dalton as the Chair. T.J. BeMent opened up the discussion with an overview of the Operations Manual update process as follows.

- ✓ The subcommittee downloaded and reviewed all appendices from the NACM website
- ✓ Duplicate appendices were removed or consolidated with similar appendices
- ✓ All appendices were converted to the new Appendix format – new NACM header, same layout and fonts and a footer noting revision date, proposed review date, bylaws or *Operations Manual* section reference and responsible committee.
- ✓ Subcommittee members reached out to various NACM committee chairs to review and update the appendices
- ✓ The Chair then compiled the final list of over 40 appendices and returned them to the Governance Chair, T.J. BeMent, for later submission to the Board.

Appendices recommended for elimination include:

- ✓ Joint Resolution on FACT and NACM
- ✓ Speech Outline

- ✓ Strategic Plan

Appendices the need Board review include:

- ✓ Travel Reimbursement
- ✓ Destruction and Retention of Records

The group then discussed opportunities to make the appendices more usable or “digestible”.

Suggestions included:

- ✓ Note the cross-references to the various committees and Board responsibilities
- ✓ Use the appendices as part of an “on-boarding” process for committee chairs and board members
- ✓ Make a better “visual” list of the appendices
- ✓ Post the appendices in one location on the NACM website
- ✓ Develop a common-sense naming convention for the appendices
- ✓ Identify policies vs guidelines and note the distinction between the two
- ✓ Assess what language in policies should be added to the website such as information on awards, etc.
- ✓ Determine if the NACM’s website can/should search text of appendices

As a result of the review, several *Operations Manual* updates were recommended and will be forwarded to the Board for their annual conference meeting. These include:

- ✓ Defining the responsibilities of two of Governance’s subcommittees – Resolutions and Strategic Planning

IV. “VOICE of the Profession” Update

T.J. Briefly noted that the VOICE of the Profession address is being drafted and will be presented to the Board and President for their use at the annual conference.

V. Adjourn

There being no other business, the meeting was adjourned at approximately 2:56 PM (ET).

Respectfully Submitted:

T.J. BeMent
Governance Committee Chair