



EXECUTIVE COMMITTEE AGENDA

1. Standardize manual update – Governance Manual (page 39) states that SIM & IRM are updated at summer meeting. We’ve strayed from that and have been updating every meeting. This has become somewhat of a burden to keep up with updating all four manuals twice per year. It also creates a larger number of change documents for members to track and means that within six months of purchasing a manual, it already has edits. Suggest we do our best to go back to once per year and being cognizant to include effective dates in motions where it is necessary.
 - a. Governance-Summer (or immediate if change is urgent.)
 - b. SCM-Winter
 - c. SIM/IRM-Summer
2. BOD Guidance & Policy document implementation – With the implementation of O365 for our board members, we have been developing IT and BYOD policies for the Board. In doing so, good governance research finds that there are a few other policy/conduct documents we should add to our Board member onboarding process. [BOD Policy Document-DRAFT.docx](#)
3. Review and comment on newly created Board member onboarding/offboarding checklist.
4. Legal update