

Governance and Policy Committee December 20, 2022, Minutes--Approved March 23, 2023

Attending: Nathaniel, Janet, Tim/Diablo, Zale

1. Check-in/meeting guidelines/agenda approval

Need to schedule a new time

Tim: Mondays and Tuesdays only (until April, then all off) not before 6pm

Nathaniel: except third Wed., should be good

Zale: Except for the fourth Monday

Janet: Tuesday is not so good

Zale will contact Emma and see which date works for her.

2. [September minutes](#)

Zale and Nathaniel approve these minutes.

Zale will upload these and the rest of this committee's meeting minutes.

Tim is concerned about how minutes are not being uploaded for all committees.

Zale says this is complicated, but she'll see what she can do to make this happen.

3. Policies for revision:

- [KBOO holidays](#)
 - Trying to determine on which date the station will be closed for the "winter holiday".
 - Tim: have the building closed on Christmas to synch up with the federal holiday
 - Janet: agrees with Tim, but floating day off for staff is appropriate
- [Ticket Giveaways](#)
 - Eliminated the first section and made revisions to the next section.
 - Zale will send to Azia, Sun, and PAC for review
- [Committee Membership](#)
 - "workgroup or committee" added to match new committee structure
 - awaiting committee approval (at March meeting), and then send to the board.
- [Check Signing Policy](#), [Spending Authority Outside of Budget](#), and [Budget Process](#)
 - will all be taken on by the finance committee.

4. Ideas from Tim:

- workplan for 2023
- ensure there is clear staff communication policy when contacting volunteers (documenting contact methods, time, etc.)