OSBA Nomination Committee meeting minutes  
Meeting date 7-12-19

Attendance:  Mike Doseck, Chairperson; Michele Colopy, Peggy Garnes, Terry Lieberman-Smith, ex-officio member of all committees per the OSBA Bylaws  
Angel Mitchell, Greg Bokan - not in attendance

Meeting called to order at: 7:00 p.m. by Mike Doseck, Nomination Committee Chairperson  
Michele continues to take the meeting notes, so Mike could focus on leading the meeting.

Agenda

1. Six questions for nominee bios

Mike stated He got a hold of Alex, and he has confirmed to continue in his position. So, that just leaves Buckeye Hills vacant. Mike was able to get into dropbox. These are things that need to be done right of way. We need to have the nominee questions narrowed down.

Mike: Attached is the list of Nominee questions used to create a biography by the Nominee and used in the Fall Newsletter. I have composed a brief list that combines repeated questions. Only five members submitted questions which gives a possible total of 30 questions. The number associated with each question shows the number of times that question or similar question was given by the Committee members.

Terry: can I make a recommendation, considering any topic with 3, 4, or 5 is agreed upon by the majority of the questions, so those should be a given toward the six questions. Name and address is not a question.

Mike: That is my recommendation also.

Terry: Anything with a one had no consensus, so let’s discuss the 2s.
Terry likes “willingness to be on a committee,” so does Mike.
Mike: Everyone was supposed to come up with a job description, and he only received two draft job descriptions from Terry and Michele. There should be a percentage of attendance to attend meetings. Willingness to be on a committee is important, and they should define which committee. Everyone on the Nominating Committee needs to reply to the google group for transparency. In the future we all need to use the google group email. Mike is still learning how to use the google group. All current Board members know how to use the google group, so you can share it with the whole group.

Mike: Our task is to review the Bio questions and be able to narrow the list down to 6 questions that each nominee should incorporate in their biography.
The number next to each topic area denotes the number of committee members who suggested similar questions.

**Topic areas**

2  Name and Address
2  Reason to be on the OSBA Board—last item- not too specific, why is OSBA important to you? Just being asked to be on the Board is not an answer.
5  Past experiences and bringing a project to completion
5  Skills useful to OSBA
4  Beekeeping Club, Committees and Leadership involvement
3  Time commitment and accessibility as a Board member
1  Understanding of job and responsibilities
2  Willingness to be on a committee (see OSBA Committee List), and what is the committee (a subquestions)
1  Have you worked with a budget and its challenges
2  List of strengths and weaknesses- is this similar to skills useful
1  Thoughts about OSBA budget and financial statements
1  View of OSBA in 5 years
1  How can you improve OSBA

Can I get a motion from the group for the six questions (in yellow highlight). Is there anyone who does not want any of the six. Motion- Terry to accept the six we discussed, Michele will second, vote- all in favor.

Mike will give the task to write the questions in a proper form. And email the suggestions to all for review.

2. Job description: Regional Director and Regional Representative

Each Committee Member should have contributed to this list of Job Descriptions. With the descriptions submitted, be able to comprise a list that will be used in creating the job description for OSBA Regional Director and Regional Representative. The two draft descriptions are in the drop box. We need to get the rest of the committee to submit a job description for these positions. We need to complete this task by July 24th. Please send all drafts through the google groups. And then Mike will have time to review and compare the documents.

Is everyone agreeable to August 6th at 7 p.m. Yes, all agreed.

3. Prior to the meeting, review the Bonding issue and be able to ask any questions and be able to make a motion on this item so it can be presented to the Executive Board, if this is desirable to the Nominating Committee. Mike, thanks Michele for taking care of this. OSBA should have in the budget, and agree to do background checks needs only be. Insurance company will have final say with the insurance company to review and nominee can appeal.
Mike wants a motion made, to show he is not dictating on the committee, and he wants the committee to be involved. Terry motion to share this with the exec. cmte. Peggy second. All in favor.

Update on the background check by Michele

Per the first nominating committee meeting, I was tasked with contacting the OSBA insurance agent to determine the process of "bonding" for the treasurer and any officers who would have check signing /debit card use authorization.

During the annual renewal of the OSBA insurance, and/or when officers change, the insurance company will ask for the officers’ information and the insurance underwriters will conduct their own review to determine if all persons in contact with the OSBA funds can be bonded. If the insurance review finds an OSBA person(s) is unable to be bonded they will advise us.

Andy Cupp at Hummel and Plum Insurance (see email below) advised securing a background check of all prospective board officers who would have contact/access with OSBA funds during the nomination process.

OSBA does not want to embarrass any prospective volunteer, so, per the insurance company, it would be best to conduct the background check during the nominating process. Per the insurance underwriting, it appears that if an individual running for treasurer and other officer positions that would have access to OSBA funds as an officer or committee member refuses to have a background check, then:

- Treasurer nominee could not run for the Treasurer position;
- Other officers or committee members possibly could run, but would then have their access to OSBA funds restricted;
- Or, other officers or committee members could not run for any position that typically has access to OSBA funds.

Per the insurance company, OSBA volunteers who have access to the OSBA funds must be able to be bonded. If the underwriter’s review would determine an elected OSBA Board member cannot be bonded, then that elected Board member may have to step down from their position, or have access to funds restricted, and the reason(s) would have to be explained to the Board and possibly the OSBA membership; causing embarrassment to all parties.

The insurance agent’s suggestion to conduct background checks during the nomination process, alleviates any embarrassment of prospective candidates, and ensures candidates can be bonded and fulfill their duties as elected representatives of OSBA.

Michele also advised per the last committee meeting she is scheduling a meeting with the treasurer nominee: The current Treasurer has proposed 4 dates for the nominee to meet with the current OSBA Treasurer. Waiting to hear which of the dates suits his schedule.
All of the directors not up for re-election have confirmed they will remain. That just leave three directors Maumee, Top of Ohio, Erie Basin for a true election. The question where there was only 1 person, then the rest of the committee did not see that person’s input. We do not need private conversations from committee members. If Peggy goes to Buckeye Hills she must keep Mike, the Chairperson, up to date. As the last committee meeting requested: As anyone reaches out to the Buckeye Hills region, please copy the nominating committee on the email, update the committee to any phone conversations with prospective nominees, and provide a date and time of any meetings attended in relation to the Buckeye Hill prospective nominee(s) when you make the contact(s). In that way we are respectful of the committee chairperson, our fellow committee members, and we are being transparent.

Would be good to have additional nominees for a true election. We need to fill the vacant spaces. Michele asked if anyone communicates with the nominating committee, that again they use the google group email. I am not trying to make anyone feel uncomfortable, but we all answer to each other and must get the complete work done following the same group rules. It makes me feel uncomfortable when not all of the committee members communicate with the entire committee. It is not being transparent.

The nomination committee has to vet the answers to ensure people are not misrepresenting themselves, it is the duty of the nominating committee to vet, and to be fully transparent.

We need to get these things done for the Newsletter so we can keep in line per the guidelines in the governing documents.

If answers by nominees are too long, we can include a link to a PDF on the website.

4. Assign and understand assigned tasks for next correspondence or meeting.

5. Assigned tasks due by July 24th and next phone conference call will be August 6th at 7 PM. Phone number 605-472-5744, code 732110.

_Peggy logged off of the call due to another meeting._

**Vacant position:**
Mike will talk with Peggy about Buckeye Hills. Mike will go to Buckeye Hills, but Mike should let them know ahead of time he wants to come and talk to the members before he goes there. Mike should talk with the leadership of that area first.

Michele asked if Mike wanted some suggested future agenda items for the committee. Certainly, the priority is getting the nominee bios completed for the next newsletter deadline.

- Campaigning at the conference
- Ballot counting process, and ballot counters
  - Write in candidates must have full name to be eligible
o Put in Newsletter the rules for write in candidates
• Separate table at OSBA Conference just for the ballot box and a nominating committee member to staff it.
• Archiving the ballots-policy for what to do with the ballots—scanned, originals stored with the Treasurer’s records.
  o Who prints the ballot, where will they be dispersed, and verified someone can vote.
    ▪ Code on name tag as a valid paid member
    ▪ Check off on main sheet who picked up ballot, or do a hand stamp
    • Mike to talk with Tim and Dawn about where the table will be for the ballot box.

Terry praised Mike, and said he was doing a great job, putting a lot of time into this process. For future Boards, this is the direction we should have gone in, and Terry appreciates his work.
Mike stated he is just doing what is best for OSBA.

Aug 6 is the next phone conference call. July 24 is when the job descriptions are due.

Terry motion to end meeting, Mike seconds the motion, all in favor. Yes.

Meeting adjourned at: 8 p.m.

From Mike’s email announcing the July 12 meeting, the updated list is below:
Dear Committee Members,
The following is an updated list of positions on the Board and the most current commitments by current members.

BOARD POSITIONS

President - Terry Lieberman- Smith (no response)
Vice President - Peggy Garnes (continuing)
Treasurer - Kyle Kovacs (nominee)
Secretary - Tim Arheit (continuing)
Maumee Valley Director - Jamie Walters (nominee)
Erie Basin Director - Sonny Ward (nominee)
Top of Ohio Director - Dwight Wells (nominee)
Western Reserve Director - Allyson May (continuing)
Heart of Ohio Director - Nina Bagley (continuing)
Crossroads Director - Joe Heider (continuing)
Miami Valley Director - Alex Zomchek (continuing)
Ohio Valley Director - Kelly Morse (continuing)
Buckey Hills Director - Don Crock (continuing)
Maumee Valley Representative - Dwight Wilson (nominee) Dwight would like to see someone else take this position.
Erie Basin Representative - Angel Mitchell (continuing)
Top of Ohio Representative - Ty Shelby (nominee)
Western Reserve Representative - Greg Bokan (continuing)
Heart of Ohio Representative - Rod Pritchard (continuing)
Crossroads Representative - Rick Blessing (continuing)
Miami Valley Representative - Geoffrey Hultgren (continuing)
Ohio Valley Representative - Jim Hopkins (continuing)
Buckeye Hills Representative - (vacant)

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Minutes, emails and Nominating Committee documents can be found by going to; https://groups.google.com/forum/#!forum/osba-committee---nominating-committee