OSBA Nomination Committee meeting minutes
Meeting date 7-2-19

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

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

Agenda

1. Highlight of Affiliate Newsletter
   Mike went through the agenda and Affiliate Newsletter that was sent out in June for the process for board nominations. What is expected of nominee? At some point we need to give a definition or let everyone know what their job is when they are nominated.
   We have 9 regional directors with a term of three years, and the By Laws do not describe the duties of the board positions. This is one thing on the agenda we need to look at, and possibly suggest for the Constitution. This is one thing I would like to see done. Mike wants to see this done, so there are no questions for the nominees.

2. Nomination
   Positions open this year are the following.
   a. President
   b. Treasurer
   c. Erie Basin Director, Top of Ohio Director, Maumee Valley Director
   d. All representatives- we need to determine if the current regional representatives are running again.

3. Nominations received to date
   Mike sent an email to all Board members to send all nominations to him. He has asked all current board members to advise him of their commitments for 2020 to determine any open positions. Mike has received to date nominations for the following:
   a. None for the President
   b. Kyle Kovacs
   c. Director position nominees: Sonny Ward (Erie Basin) , Dwight Wells (Top of Ohio), Jamie Walters (Maumee Valley). Roger Myer is a prospect for Maumee Valley (we have no nomination form for Roger.). Roger Myer is a possible nominee FOR MAUMEE VALLEY REPRESENTATIVE not Director, or might have a suggestion for a nominee from his Club. If another nominee for Maumee Valley District can be found, Dwight Wilson would like not to be a nominee for the Maumee Valley District Representative. Dwight would only be a nominee if no other nominee can be found.
4. **Nominations needed**

Nominations we need: it would be nice to have some competition, if we can find other people to run for the open Director positions. Also, we need to confirm with the Representatives who is continuing and who is not.

Nominations for OSBA Regional Representatives are:

d. Ty Shelby-Top of Ohio  
   Rick Blessing- Crossroads  
   Angel Mitchell- Erie Basin  
   Dwight Wilson- Maumee Valley

Greg Bokan stated he would run again for appointment as the Regional Representative for Western Reserve.

Out of 9 districts, 4 people have returned a representative. Regional Representatives are appointed by the President for the year. The nomination committee can bring names to the new president for the Regional Representatives. The incoming president would appoint the Regional Representatives based upon the review of the nomination committee.

5. **Description of Board positions**

OSBA is a state wide organization, we need people who promote OSBA, a minimum number of meetings a Board member should attend, serve or head a committee, skills required for the position they are nominated for. Does anyone else have any other ideas. The list of committees would be helpful to share with all of the nominees. Mike will get that info from the OSBA website to share with the nominees. If you are willing to be nominated to the Board, and serving on a committee should be one of those responsibilities.

Peggy, the list of committees is a good idea. And the job descriptions are good and will make it clear, Greg said. Mike added, skill sets are also important. More and more computer skills are required. You have to be able to send an email and do online research, or it will cramp other work of board members.

Also, if there isn’t anything else. Michele thought it would be good to have nominees introduce themselves by answering the same questions for a brief newsletter article. Peggy asked if we were going to item 6 now, isn’t that for item 6b?

6. **Vetting nominations (a. nomination form and b. biography)**
a. Nomination form- all nominees need to file the form, and write up a paragraph of how they can meet the needs of the position.  
(b.) We can use that biography to share in the OSBA newsletter, and voters can determine which candidate is best suited for the position.

Peggy asked if the committee is going to share the nomination forms with the whole board?
Mike- it is the nomination committee that vets the nominees. The nomination form does provide a lot of information. Peggy, asked will these forms be shared with the board, so they are not surprised when the ballot is printed? Mike replied, The committee vets the candidates and presents the slate to the Board, per the Constitution, prior to printing the ballot and printing it in the newsletter. If the board has questions about our process, the nominating committee will be able to justify our reasons.

Peggy—after all of the nominations are vetted. Can we share all of the nomination forms with the Board? Mike- I did not understand your question? If the Board wants to see the nomination forms, it is not our place to prevent them from seeing them, but unnecessary to share with all of the Board those nominees not supported by the nomination committee, who are not being proposed to the ballot. Peggy stated Mike does not have to decide now. Does that answer all questions? (Silence)

7. Delegate tasks
What we need to do, with a half hour into the meeting. We need to share in the work we need to do.

Mike has sent forms to prospects. Contact folks in your area. Michele- might we delegate who will contact whom?

Mike- will get a list of the committees to share with all of the nominees as part of their responsibility to serve or chair a committee.

Mike- What we need is a list of questions for the biography by the nominees and published in the Fall newsletter. Terry-fall issue of newsletter tight with space. Mike-Let’s decide the number of questions. Mike- for the fall newsletter, at a minimum 5 people would have their biographies printed in it. Let’s all compose 6 questions. All of us may have similar questions, so everyone is to develop 6 questions to write for the nominees to answer as their bio for the fall newsletter. Depending on the length we will then determine the word count. Michele asked, Mike, when do you want the six questions? Mike- due by July 10, and email to Mike. Mike will show a duplication of any question to the committee as we narrow down the list to six questions.

Mike will go ahead and send an email to each district, contact what directors are running or not, and try to get a hold of each representative. Mike stated, in the past it has been difficult to get Buckeye Hills to commit to a representative. Mike has tried calling, and it has been difficult to reach someone by phone and email. If someone on the nominating committee is going to that area, go as a nomination committee member and explain what we need, what the job is, and tell them the advantage to their area to have a representative on the OSBA board. Michele suggested those while most of us are in the northern part of the state, possibly Terry could assist as well. Peggy stated, Terry is ex-officio and cannot do anything. Michele suggested all of us can help
secure nominees. Peggy stated she would go to the area. Michele asked that anyone who visits a club updates Mike so he is informed of contacts made to anyone in this area. Mike- thank you for that, that would be great, I want to be updated as to the committee member’s work.

Mike- That is a start. One other thought, for those Directors and Representatives, please make up a job description for a Regional Director and Regional Representative. We will discuss these job descriptions at the next nomination committee meeting.

Michele asked can we set up future committee dates? Mike- let’s say, July 11 or 12. Greg is open. Peggy stated she is only available on July 12 for 30 minutes as she has two other calls that evening. Mike-July 12 is the next conference call then at 7 p.m.-7:30 p.m.-ish. Michele stated she will set aside the conference call line so no other committee can schedule that date and time. Michele reiterated Mike’s direction, All nomination committee members are to write 6 questions for the nominees to answer as part of a bio for the OSBA newsletter, and draft a job description for Regional Directors and Regional Representatives by July 10th per Mike.

Mike asked if Terry and Michele could write the job descriptions for their respective offices. Terry stated the President’s job description is in the Constitution. Michele- the Treasurer SOP is the job description, as the definition in the governing documents in no manner covers all the Treasurer position is obligated to manage and administer.

Mike got Kyle’s nomination a few weeks ago, and it has been referred to the current OSBA treasurer. Per Mike, the current OSBA Treasurer will explain the details of the Treasurer position. Michele asked approval from the nomination committee to check with the OSBA insurance about bonding for the treasurer to determine if there is any new process or questions the insurance company needs answered for the treasurer position.

Mike wants to keep meetings short and quick. He will send an email on July 10 or 11th with the committees combined list of 6 questions for our review prior to discussion, and our Regional Director and Representative draft job descriptions.

Mike-Thank you all.

Meeting adjourned at: 7:50 p.m.