Tuesday, October 26, 2021
11:00 AM (EST)
Virtual Meeting

Approved January 25, 2022

I.   **Call to Order**
Committee Chair, Jack Harrell, called the meeting of the Florida Polytechnic University Foundation Nomination Committee to order at 11:01 AM.

II.   **Roll Call**
Kim Kennedy called the roll: Committee Chair, Jack Harrell, Phillipa Greenberg, Joshua McCoy, Ivette O'Doski, Lauren Schwenk, Donna Slyster, Seretha Tinsley and Michael Tschanz were present (Quorum). Kathy Bowman, Foundation CEO, was also present. University staff present: Kim Kennedy, Executive Assistant to the Foundation CEO and Melaine Schmiz, Associate General Counsel.

III.   **Public Comment**
Kim Kennedy stated there were no requests for public comment received.

IV.   **Approval of Minutes**
Donna Slyster motioned to approve the minutes of the Florida Polytechnic University Foundation Nomination Committee meeting held August 24, 2021 as presented. Lauren Schwenk seconded the motion; a vote was taken, and the motion passed unanimously.

V.   **Characteristics of an Effective Board**
Chair, Jack Harrell, introduced the *Characteristics of an Effective Board* document and stated it will be standard procedure to review and/or update this document annually.

VI.   **Election Policy Review**
Jack Harrell with the assistance of Foundation CEO, Kathy Bowman, reviewed Foundation Policy 1.06 – Election of Foundation Board Officers and Policy 1.05 – Foundation Board Election Process for Elected Directors. These two policies govern the election of Directors and Officers and it is necessary to keep in mind the processes contained in them when nominating potential candidates.

Additionally, the internal and external versions of the Board Development documents were provided and discussed which may be shared with potential candidates during the election process.

VII.   **Closing Remarks and Adjournment**
With no further business to discuss, the meeting of the Florida Polytechnic University Foundation Nomination Committee adjourned at 11:26 AM.