

**AACRAO Governance Task Force
Minutes – July 26-28, 2009
Portland, Oregon**

Present: Nancy Krogh, Robert Doolos, Dennis Bailey-Fournier, Barbara Blaney, Bruce Cunningham, Carl Einhaus, Fred Fresh, Kathy Hartman, Tracey Jamison, Kathy Jones, Christine Kerlin, Nora McLaughlin, Nancy Penna, Eric Staab, and Paul Wiley

During the meeting, the task force used BoardSource's list of three essential board duties and the ten basic responsibilities of a nonprofit board as guides for its discussions.

The following are the topics of discussion that took place during the meeting.

- The optimum size of the board, its potential duties and responsibilities.
- The structure of the board including the possibility of external members.
- The officers needed for the board and their selection.
- The length of terms of board members and board officers.
- The possibility of the program group coordinators taking on more responsibilities to free up the board to concentrate on the basic responsibilities.
- Possible changes to the N&E structure and process.
- How voting for board members will be conducted.

The task force reviewed the requirement for submitting a draft report to the board at its October meeting. Task force members were assigned to draft specific sections of the draft report.

The task force also discussed strategies for keeping the membership informed about the group's work.

Respectfully submitted,

Robert K. Doolos

August 3, 2009