

## **Community Services Associates, Inc.**

### **Governance Committee Meeting**

**March 16, 2021**

A regular meeting of Community Services Associates, Inc., (CSA), Governance Committee, was held on Tuesday, March 16, 2021, via videoconference.

**Present from the Governance Committee, were:** Jim Kaskie, CSA Vice Chair, Chair; Greg Thomson, CSA Director, Vice Chair; Barry Barth, CSA Director; Steve Birdwell, CSA Director; Alex Cruden, Member; David Ericson, Member; Scott Richardson, CSA Director; Paul Slaggert, Member; Lee Stevens, Member; George Sywassink, Member and Vail Thorne, Member

**Absent from the Governance Committee, were:** Janemarie Gagen, Member and Mark King, CSA Director

**Ex Officio present, was:** Larry Movshin, CSA Chair

**Present from Community Services Associates, Inc., were:** Sam Bennett, President; Amanda Sutcliffe-Jones, Director of Communications; Stephanie Fera, Communications Coordinator and Sandra Archer, Executive Administrator

### **Call to Order**

The meeting was called to order by Jim Kaskie, Chair, at 9:00 a.m., Eastern time.

### **Establishment of Quorum**

With the majority of Committee Members in attendance, quorum was met.

### **Ratify Approval – Committee Meeting Minutes, February 2, 2021**

A motion was made by Lee Stevens, to support the resolution, “Ratify Approval – Committee Meeting Minutes, February 2, 2021”. The motion was seconded and unanimously carried.

“**RESOLVED**, Community Services Associates, Inc., Governance Committee, ratified approval of the Committee Meeting Minutes, February 2, 2021, as finalized by email”.

### **Chair Remarks**

Welcome – Paul Slaggert, Vail Thorne

Chair Kaskie welcomed Paul Slaggert and Vail Thorne, as newly appointed members.

### **Overview and Goals of the Meeting**

Chair Kaskie provided overview and goals of the meeting.

### **Unfinished Business**

Confidentiality Acknowledgment Statement/Conflict of Interest Policy/Disclosure Form, Committee Protocol/D. Ellis

Discussion led by Chair Kaskie. No action taken.

- Confidentiality Acknowledgment Statement, Conflict of Interest Policy and Disclosure Form, discussed. Documents remain under review by legal counsel, to include comparison with South Carolina Not for Profit Corporation regulations;

- Committee Protocol Statement discussed. Mr. Cruden to edit document for further review.

### Continued Discussion of Simple Referendums: Brainstorm Issues Surrounding Electronic Voting

Discussion led by Chair Kaskie. Action taken:

- Electronic voting to be considered as possible next simple referendum, to be brought before the Community;
- Staff to move forward with due diligence, exploration/discovery of best electronic voting options, for consideration.

A motion was made by Alex Cruden, to support the resolution, “Electronic Voting, Exploration”. The motion was seconded and unanimously carried:

“**RESOLVED**, Community Services Associates, Inc., Governance Committee, recommends to the CSA Board of Directors, to consider electronic voting and to work with the staff towards that end”.

### Committee Functions, Charter, Guidelines/Mailed in Advance

Discussion led by Chair Kaskie. No action taken.

- Committee protocol could be restated at beginning of all committee meetings;
- Committees comprised of 9 Residential Property Owners. A minimum of two Board Members are required to serve on each Committee, in addition to Residential Property Owners;
- Residential Property Owners serve 3/year terms, to a maximum of 2 consecutive terms, per Bylaws;
- Committees are advisory in nature with recommendation, only, to the Board;
- Committee meeting minutes and associated process, levels of communication, to be reviewed;
- CSA President to meet with Committee Chairs, at yearly start-up, to discuss and outline Committee goals for the year;
- Committee workshop/orientation to be considered as first meeting of the year;
- Committee Charters to be reviewed and updated by Governance Committee. Charters to be renewed as needed and not yearly, as is current practice.

### New Business

There was no new business to discuss.

### Assess This Meeting

Chair Kaskie thanked for productive meeting.

### Adjournment

With no further business to come before the Committee, Chair Kaskie adjourned the meeting at 10:35 a.m. The next regularly scheduled meeting of the Governance Committee, is Tuesday, May 11, 2021, 9:00 a.m., via videoconference.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Jim Kaskie', written in a cursive style.

Jim Kaskie  
Chair