

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
December 7, 2017**

The governance committee meeting was held on Thursday, December 7, 2017 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: W. Edward Walldroff, Chair, Paul Warneck, and Bill Johnson

Excused: Greg Gardner

Absent: None

Also Present: Donald Alexander, David Zembiec, Peggy Sampson, and David Converse

I. Call to Order: Mr. Walldroff called the meeting to order at 10:00 a.m.

II. Annual Board of Directors Evaluation for 2016-2017 – The completed 2016-2017 Confidential Evaluation of Board Performance forms were distributed to committee members prior to the meeting. Six out of seven board members returned the forms.

Mr. Warneck pointed out that staff needs to do a better job of keeping board members informed especially when an item will appear on the board agenda for a vote. Mr. Walldroff agreed, but noted some of the questions/categories could be because of new board members and certain issues the board is currently dealing with.

Mr. Warneck suggested consensus building in advance of meetings on controversial issues. He said that should be Chairman Converse's role.

Mr. Converse said that a board retreat is being scheduled in January where the board can review the concerns and continue further discussion on the findings of the evaluations.

The committee members recommended sending the summary results in the upcoming board packets for all of the board members to review.

It was noted that Ms. Sampson will submit the results to the Authorities Budget Office.

III. Adjournment: With no further business before the committee, the meeting adjourned at 10:36 a.m.