

Notes from DRC Policies Committee Meeting, 10/29/20

Attended: John Skinder, Mickey Lahmann, Jennifer Pearson, Jody Suhrbier, Mary Sue Wilson

Absent: Mary Barrett

Initial discussion – As this was the first meeting of the newly-constituted policies committee, we began by discussing how we would approach review of policies. Jody advised that if she intended to recommend any changes, she would send her proposed edits in advance of our meeting. We agreed the purposes of the reviews include to become familiar with the content of the policies and to discuss whether to recommend (to the board) any changes to policies we review.

Policies reviewed/discussed:

Scope of Services – no changes discussed or recommended.

Fee Schedule – no changes discussed or recommended.

Records Retention – We discussed whether to expressly address retention of records pre-litigation (under litigation records). Could be captured by defining litigation records as including records related to active litigation or reasonably-anticipated litigation. Committee decided not to recommend changes now. This may be captured already by final sentence under Provision of Documentation. We also discussed whether to eliminate the five-day timeframe for provision of documents based on concern that five days could be difficult if request was broad. Jody indicated this does not come up often. All agreed this is policy goal and would not force five day response if not possible. No changes recommended.

Other topic: we discussed the relationship between the Nominating Committee discussed in bylaws and the Recruitment committee created as an ad hoc committee by board. (There are only 2 committees, Executive and Nominating, established in bylaws. This gives organization more flexibility. All other committees are ad hoc committees created by board.) The focus of the Nominating committee and the Recruitment committee could overlap. Nobody recalls the membership of the Nominating committee in recent past. In practice, the Recruitment Committee recruits new board members and the Executive Committee identifies and encourages board members to serve in officer positions. Committee members agreed current practice seems to work. When bylaws are considered for amendments in the future, the board may want to consider addressing the Nominating committee, either to remove it (because it has not been used recently) or to clarify how it will be used and its relationship to the Executive Committee.

Next meeting: January 28, 2021, 5:30 pm