

**MANSFIELD DOWNTOWN PARTNERSHIP  
GOVERNANCE COMMITTEE  
Monday, January 28, 2019  
Mansfield Downtown Partnership Office  
23 Royce Circle**

**4:00 PM**

**MINUTES**

Present: Chair Steve Bacon, Frank Gifford, Betsy Paterson, and Diana Pelletier

Staff: Cynthia van Zelm

**1. Call to Order**

Steve Bacon called the meeting to order at 4:05 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of November 26, 2018 Minutes**

Betsy Paterson made a motion to approve the November 26, 2018 Governance Committee minutes. Diana Pelletier seconded the motion. The motion was approved.

**4. Discussion of Board appointments and elections**

The Committee discussed how many open seats are available for election in June. Cynthia van Zelm will verify the number by entity (Town, UConn, election) for the next meeting.

Mr. Bacon made a motion to defer discussion of the replacement of June Krisch until the February Governance Committee meeting. Ms. Pelletier seconded the motion. The motion was approved.

The Committee discussed additional members for the Governance Committee. Mr. Bacon will ask for volunteers at the next Board meeting. Non-Board members were discussed as well.

The Committee also discussed ways to honor Ms. Krisch. Mr. Bacon will solicit ideas from the Board at its next meeting.

**5. Review Committees/Task Forces/Event planning groups**

Ms. van Zelm said she is looking to form a Winter Welcome committee to plan this year's event. The goal is to expand the event.

Ms. Pelletier will follow-up with some people she knows who may be interested.

**6. Review Executive Director Evaluation Form and draft Performance Measures**

Frank Gifford said the current evaluation form is limited in its ability to measure the Executive Director performance. He and Ms. Pelletier suggested adding whether the Executive Director has met performance goals to the evaluation form. Ms. Pelletier said Ms. van Zelm should note in her self-evaluation why she has not met the performance goals. Were there extenuating circumstances?

The Committee suggested adding “amount raised for events” as one of the performance goals.

Mr. Gifford left the meeting at 5:05 pm.

**7. Review current Board Assessment form for February Board meeting**

The Committee reviewed the Board Assessment form and added a section on whether a Board member believed he/she had met the criteria in the Board expectations document. Ms. van Zelm will make those changes and give to the Board in the February Board packet.

**8. Discuss Criteria for Business/Organization of the Year**

Mr. Bacon suggested this item was a lower priority, and it will be deferred to a future next meeting.

**9. Adjourn**

The meeting adjourned at 5:45 pm.

*Minutes taken by Cynthia van Zelm.*