

CARLISLE GOVERNANCE TASK FORCE

Thursday, September 22, 2022
Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney
Approved on: 10/20/2022

The Carlisle Governance Task Force met on Thursday, September 22, 2022. The meeting took place by Zoom video conferencing and was recorded. The meeting was scheduled to begin at 9:00am. Task Force members present: Paul Anagnostopoulos, Brian Cruise, Vanessa Moroney and Rebekah Vieira. Absent: Kyle Dalbec.

1. Vieira called the meeting to order at 9:05am.
2. Approval of Minutes
 - a. 9/9/22: Approved. **MOTION:** Anagnostopoulos moved to approve the minutes of 9/9/22. **SECOND:** Cruise. **ROLL CALL VOTE:** Anagnostopoulos, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec not present).
 - b. 9/15/22: Approved. **MOTION:** Anagnostopoulos moved to approve the minutes of 9/15/22. **SECOND:** Moroney. **ROLL CALL VOTE:** Anagnostopoulos, yes; Cruise, yes; Moroney, yes; Vieira, yes. (Dalbec not present). Anagnostopoulos will email Dalbec in order to alert him to submit the approved minutes.
3. Discussion regarding working documents
 - a. Vieira uploaded Word and Excel documents prepared by Dalbec into the 9/22 working documents folder on SharePoint (“combined revised recommendations 091522 MEETING FINAL, KD” and (“combined revised recommendations 091522 MEETING FINAL, KD – Excel notes”)
 - b. Vieira to merge and compare documents.
 - c. Vieira uploaded PDF of “Combined RECOMMENDATIONS 092222 (2)” which includes all edits so far.
 - d. The Task Force reviewed all compiled footnotes, commencing with #5 from page 2.
 - e. Vieira uploaded a new file, “COMBINED RECOMMENDATIONS with meeting updates 092222.docx” which incorporated the changes made to the PDF document. Section references and handbook references are missing; this will be completed at the end of the editorial process.
 - f. Reformatting all numbering needs to be done which will then allow for the section numbers to be addressed.

CARLISLE GOVERNANCE TASK FORCE

Thursday, September 22, 2022
Remote Meeting – Teleconference

MINUTES

Submitted by: Vanessa Moroney

Approved on: 10/20/2022

- g. Cruise uploaded “Lesson Learned for Future Task Forces 091622_BJC comments.docx.”
 - h. Vieira will add this file to the “combined” file.
 - i. Cruise uploaded “CGTF Experiences_9-15-22_BJC comments.docx.”
4. Upcoming meetings
- a. Tuesday, 9/27 at 9am
 - b. Thursday, 9/29 at 10am
5. Adjourn
- a. **MOTION:** Anagnostopoulos moved to adjourn at 11:09am. **SECOND:** Cruise.
ROLL CALL VOTE: Anagnostopoulos, yes; Cruise, yes; Moroney, yes; Vieira, yes.
(Dalbec not present).