



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, March 4, 2020
10:00 a.m.

Action/Request	Person Resp.	Cmte. Referral	F	B	Comments
			C	O	
				D	
<p>1. UNFINISHED BUSINESS: Establish Committee Review Priorities It was Consensus of the Committee to review the Executive/Administration, governing documents after the IT department.</p>	Recording Secretary				
<p>2. UNFINISHED BUSINESS: Power DMS Training – Update The Committee requested the IT Supervisor create a Power DMS procedures & flowchart and provide at the next scheduled meeting.</p>	IT Supervisor				
<p>3. UNFINISHED BUSINESS: Identification of “Reviewed” when done by either owning committee GDC The Committee moved to add “GDC” including the date, in the document history, when documents have been reviewed.</p>	Recording Secretary				
<p>4. GOVERNING DOCUMENTS:</p> <p><u>Amend 20-2860-3, Advertising Rates</u></p> <p>The Committee moved to amend 20-2860-3, Advertising Rates, by making Non-substantial changes as well as making a change on the document number (20-2860-1) and approved, as final.</p> <p><u>Amend 20-5050-1, Digital Billboards</u></p> <p>The Committee moved to amend 20-5050-1, Digital Billboards, by adding keywords as well as making the Non-substantial changes and approved, as final.</p>	Recording Secretary				

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Amend 20-5050-4, Digital Billboard Display Request Form

The Committee moved to amend 20-5050-4, Digital Billboard Display Request Form, by adding keywords as well as making the Non-substantial changes and approved, as final.

Recording Secretary

Amend 20-5051-3, Website Management

The Committee moved to amend 20-5051-3, Website Management, by making the Non-substantial changes and approved, as final.

Recording Secretary

It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:

Recording Secretary

- Amend 20-5583-3, Minibus Advertising
- Amend 20-5581-1, Communications Department Advertising Policy
- Amend 20-5585-1, Advertising Policy

FUTURE AGENDA ITEMS:

The Committee moved/concurred to:

Recording Secretary

- Power DMS Procedures & Flowchart – IT Supervisor
- Establish Committee Review Priorities – Executive/Administration governing documents, to do after Communications/IT Department
- Mutual Policy Coding (request Mutual Administration Director to attend the April meeting)
- By-laws (request Executive Director to attend the April meeting)