

### 9.13.19 Steering Committee Meeting Minutes

In attendance: Ross Cunningham, Jason Henry, Wendy Piper, Debra Shackett, Chuck Weed, and Steve Woods of the Steering Committee; Kate Horgan of the Dupont Group

- I. Call to Order
  - a. Cunningham calls the meeting to order finding a quorum fit to conduct business.
  
- II. Approval of past meeting minutes
  - a. Cunningham presents the minutes from the July 16, 2019 meeting of the Steering Committee. Henry makes a **MOTION** to approve the minutes. Woods **SECONDS** the **MOTION**. The **MOTION PASSES** unanimously.
  
- III. Discussion of NACo's review of bylaws
  - a. There was discussion to remove "general membership" from the bylaws. Henry makes a **MOTION** to remove "general membership" from the bylaws. Shackett **SECONDS** the **MOTION**. The **MOTION** passes unanimously.
  - b. There was discussion regarding NACo's review of the bylaws, with suggestions by Matt Chase. Cunningham makes a **MOTION** to accept the suggestions by Chase. Henry **SECONDS** the **MOTION**. The **MOTION PASSES** unanimously.
  
- IV. Next Meeting
  - a. The next meeting will be October 4, 2019 at 11:00 AM at the Dupont Group's office.
  
- V. Adjournment
  - a. Henry makes a **MOTION** to adjourn the meeting. Cunningham **SECONDS** the **MOTION**. The **MOTION PASSES** unanimously.

*Minutes prepared by Danielle Duchesne on September 30, 2019*

*Minutes approved on: October 4, 2019*