



## Governance Committee Meeting Minutes

May 9, 2018  
3:00 PM

J.B. Brown  
Portland, Maine

**Directors Present:** Trish McLellan, David Packard, Denine Leeman, Penny St. Louis

**Staff present:** Taffy Eaton

**Minute 1.** Chair Trish McLellan called the meeting to order

**Minute 2.** Approval of April 18, 2018 meeting minutes: Penny St. Louis made a motion to approve the minutes, David Packard seconded the motion and the vote was unanimous.

### **Minute 3. 2018 elections**

- Board Candidates: Nominations on the website have closed. Web pages for Nominations have been removed from the PD website. Reviewed nominations. No Restaurant candidate. Is this due to the restriction of category to Class XI only? Discussed possible options.
  - Restaurant category will remain vacant through this year's election
  - Governance will review District demographics based on the most current PD census
  - Will adjust By-Laws pertinent to vacancies or lack of nominations for Stakeholders
- Review Nomination forms
  - Received nominations:
    - 5 At-Large (2 seats available)
    - 2 Professional Services (2 seats available)
    - 3 Retail (1 Stakeholder seat available)
    - 2 Entertainment/Night Life (1 Stakeholder seat available)
    - 1 Hospitality (1 Stakeholder seat available)

Governance Committee members will reach out to assigned candidates to confirm they read and understand the Candidate requirements, Code of Ethics, and Conflict of Interest policies

- Process for ballot mailing
  - Taffy will e-mail the January 1, 2018 DID assessment tax roll to Kim Adams at ARB
  - Taffy will prepare DRAFT ballots for the Board to approve at the 5/17/18 meeting
  - Cover letter, ballot, Candidate bios, and stamped envelopes (including return envelope) will be prepared by Governance on 5/23/18
  - Trish and Taffy will deliver the unsealed ballots to ARB on 5/24/18
  - ARB will verify ballots to assessment tax roll and mail each on or before 5/31/18

### **Minute 4. Future Board members**

- Feedback from Current Stakeholders

- Trish reached out to current Stakeholder Board members for feedback on their experiences
- Trish shared their insight with the Committee:
- There are no Accommodations candidates.
  - Time commitment can be tricky when the Stakeholder has erratic or evening work hours
  - Serving on two committees wasn't a challenge for most. However, some committees have periods of high activity that can be challenging.
  - Stakeholders appreciate the information/knowledge received as a Board member. They are able to share that information with their constituents.

**Minute 5. Board member reference binder draft:** Taffy circulated the updated table of contents

- Committee approved

**Minute 6. Strengthen Board**

- Governance will be mindful of industries when reviewing the current census for industries that may not be represented with the current Board.
  - Technology - Trish reached out to Systems Engineering - they might identify someone

**Minute 7. Other business**

- a. Property Owner Outreach: Trish mentioned the need to communicate with Property Owners. The Annual Owners meeting is not well attended. Don't want to flood people with e-mails.

The meeting was adjourned at 4:10 pm.

**Next meeting: Wednesday June 21<sup>st</sup> at 3:00pm**

Respectfully Submitted,  
Trish McLellan  
Recorder