

PORTLAND DOWNTOWN  
**Legal Affairs Committee Meeting**  
**Minutes**

**September 6, 2017**  
2:30 PM

JB Brown Office  
Portland, Maine

Directors Present: David Packard, Penny St. Louis (Via phone), Denine Leeman, and Trish McLellan

Chair Trish McLellan called the Legal Affairs Committee (LAC) meeting to order at 2:35PM.

**Minute 1 Set Monthly Meeting Schedule**

- Recurring meetings on third Weds of month 3:00-4:00PM
- Next meeting **Weds Sept 20<sup>th</sup>** at JB Brown Office (10 Free St)
- Due to nature of discussion items, meetings are not open to public

**Minute 2. Set Goals for 2017-18: Based on Needs of the Organization:**

1. Clarify voting criteria for PD Committees such as
  - Committee member attends three consecutive meetings to attain voting rights
  - Denine will forward sample language as has been previously proposed in some of PD committees
  - Vet Committee members for possible board positions
2. Establish process for notifying Board of information needed for soliciting future board members such as
  - Review Board demographics
  - Rotations of membership (term limits); 2 terms, then off for one year
  - Identify qualified constituents to participate at committee, then Board
    - Board members who are not returning nominate a replacement
    - Maintain awareness of upcoming vacancies
    - Highlight constituents in district at board meetings
  - Strengthen Board candidate qualifications (compare to By-Laws)
    - Current on PD taxes
    - Not in violation of City ordinances
3. Seek Pricing to Outsource 2018 Elections
  - Create RFP
  - Solicit 2-3 accounting firms to quote
4. Create Standard Operating Procedure in response to lawsuit(s) or legal challenges

**Minute 3. Document Retention**

- Does not require Legal Review (Administrative Issue)
- Reviewed and agreed with sample retention/destruction document from ME Association of Non-Profits
- Ask Executive Board to approve

**Minute 4. Ballots:**

- Keep ballots and nomination forms for two months after election (similar to City referendum requirement)

**Minute 5.** Meeting was adjourned at 3:30PM

Respectfully Submitted,  
Trish McLellan  
Chair