

Meeting of the OSAC Governance Committee/ Bylaws Subcommittee

Friday, April 21, 2023

Microsoft Teams

Virtual Meeting

10:00 a.m.

ATTENDANCE:

Members present: Bridget Fox, Jennifer Kolakowski, Attorney Timothy Birch

Members absent: Mayor Luke Bronin, Mayor Neil O'Leary

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Purpose	Katie Ramos reviewed purpose of this subcommittee; to develop Committee Bylaws	Noted
Reviewed volunteer list	Katie Ramos reviewed volunteer list, Jennifer Kolakowski volunteered to chair, members had no objections	Approved
Committee Discussion	Katie Ramos reviewed draft Bylaws, committee had opportunity to review together and made suggestions to incorporate the creation of subcommittees. Edits made to article III section 2, to include, meetings are virtual, recorded and transcribed. Katie Ramos reviewed process flow chart, explained to group this was a working draft and revisions were being made.	Informational
Other business	Next meeting will be Friday May 12 th , 2023, via Teams, group agreed to meet monthly. Revisions/recommendations to be incorporated into existing draft Bylaws	

NEXT MEETING – Friday May 12th, 2023, 10:00-11:30am, via Microsoft Teams

Virtual meeting **ADJOURNMENT** – Friday April 21, 2023, at 10:45am.

Meeting of the OSAC Governance Committee/ Bylaws Subcommittee

Friday, May 12, 2023

Microsoft Teams

Virtual Meeting

10:00 a.m.

ATTENDANCE

Members present: Bridget Fox, Jennifer Kolakowski, Attorney Timothy Birch

Members absent: Mayor Luke Bronin, Mayor Neil O'Leary

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome	Katie Ramos welcomed all in attendance	Noted
Review and Approval of Minutes	Minutes approved by all	Approved
Review Draft Bylaws	Committee reviewed Bylaws draft with revisions. Committee agreed to add language pertaining to the standing subcommittees and ad hoc committees. Committee also discussed language surrounding membership of subcommittees and incorporating external input.	Noted
Committee Discussion	All in agreement with the noted revisions.	Noted
Other business	Next meeting will be Friday June 9 th , 2023, via Teams, 10-11am, group agreed to meet monthly until Bylaws complete. Revisions/recommendations to be incorporated into existing draft Bylaws	Noted

NEXT MEETING – Friday June 9th, 2023, 10:00-11:00am, via Microsoft Teams Virtual meeting

ADJOURNMENT – Friday May 12th, 2023, at 10:37am

