

**Ad Hoc Working Group of the Trustee Services Committee
Meeting Notes, June 18, 2012**

Working group members: Merribeth Advocate, Rebekkah Smith Aldrich, Jean Ehnebuske, Peter Hoffman, Mike Nyerges, Skip Patterson.

The meeting began at 2:10 PM in the MHLS conference room.

Attending were Merribeth, Jean, Mike, and Skip, with Peter participating by phone. An unexpected trip out of town meant Peter couldn't attend in person. Rebekkah couldn't join us due to an unexpected conflict, but she provided the group with very helpful notes.

Our discussions resulted in the following decisions that will help chart our course going forward:

- Update the "MHLS Trustee Manual" so it will serve as the comprehensive "go to" resource for new and current MHLS trustees. The goal is to complete that work by the end of 2012.
- Determine the qualifications and prerequisites for prospective MHLS trustees.
- Determine the content of a two-hour orientation session for incoming trustees.
- Explore options for board development training and decide when to schedule it.

The meeting was over at 4 PM.

Respectfully submitted,

Jean Ehnebuske, Chair,
Trustee Services Committee