



**ASSOCIATION OF ENVIRONMENTAL & ENGINEERING GEOLOGISTS**  
201 East Main Street, Suite 1405  
Lexington, Kentucky 40507  
Fax: 859.514.9188

**To: AEG Board of Directors**  
**From: Renee Wawczak, Governance Committee Chair, 2017-2018**

**Governance Committee 2018 Annual Meeting BOD Report: September 22-23, 2018**

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The Governance Committee (GC) is pleased to submit this report to the Board of Directors (BOD). This memorandum is intended for inclusion into the 2018 Annual Board Meeting notes to be held in San Francisco, California on September 22-23, 2018.

The GC reports to the BOD and is charged with acting as an advisor to the BOD in the following respects:

- Review and summarize options for the BOD and Executive Council (EC) structure, policy, Bylaws and protocol.
- Provide training to and monitor the performance of the BOD & EC. Advise the EC and BOD when there appears to be a violation of AEG's Constitution, Bylaws, or Policies.
- Interact at regular intervals with the BOD, EC and associated committees including but not necessarily limited to the Strategic Initiative and Finance Committees.

**I. 2018 MID-YEAR BOARD MEETING, SAN FRANCISCO, CA:**

Comments and observations from the Mid-Year BOD meeting in Lexington, Kentucky on May 5-6, 2018:

- The GC continued to unofficially track the agenda timing during this meeting and noted that the agenda was generally followed, and that all items were covered during the meeting.
  - The GC continues to keep open the possibility of revisiting formal tracking activities if GC sees a trend in serious strays from the printed agenda, resulting in major items skipped/omitted.
- The Meeting Minutes from the 2018 Mid-Year BOD meeting were distributed to the GC on May 24, 2018.

**II. ACTIVITIES AND/OR DISCUSSIONS SINCE THE MID-YEAR BOD MEETING INCLUDE THE FOLLOWING:**

**1. Additional Committee Members Added:**

No additional committee members have been added since the 2017 Annual BOD Meeting. The GC is looking for interested current or former BOD members for addition to the committee. The GC may explore revising the Charter to allow non-BOD members to join the GC committee if new volunteers cannot be obtained.

**2. Policy VIII.1.a – Chapter Formation Policy:**

The revised Chapter Formation Policy was reviewed and approved by the BOD during the 2018 Mid-Year BOD Meeting. The approved language was updated in the AEG Operating Policies.

**3. Policy XV.2.1 – Regional Director Responsibilities Policy:**

The revised Regional Director Responsibilities Policy was reviewed and approved by the BOD during the 2018 Mid-Year BOD Meeting. The approved language was updated in the AEG Operating Policies.

**4. Regional Director Funding for Chapter Growth and Development Policy:**

The revised Regional Director Funding for Chapter Growth and Development Policy was reviewed and approved by the BOD during the 2018 Mid-Year BOD Meeting. The approved language was updated in the AEG Operating Policies.

**5. New Chapter Startup Funds Policy:**

During the 2018 Mid-Year BOD Meeting the GC was tasked with reviewing Policy VIII.1.4.a.ii. The Policies & Procedures indicate an intent to allow for funds to assist new Chapters during start up; however, the current policy is not clear and is missing key descriptions such as a specific maximum funds allowed, a request form with needs justifications, and payback terms. The revisions are included in **Attachment 1**. The BOD must review and vote on the updates to the Policy.

**6. Revise Chapter Chair/Regional Director Role Policies:**

During the 2018 Mid-Year Board Meeting it was determined by the Board that the Regional Directors and Chapter Chairs cannot serve both rolls concurrently. This is to both reduce the work loads of volunteers. Revisions were made to Policy VIII.1.3 – Chapter Office Responsibilities and Policy XV.2 –Regional Director Responsibilities. The revisions are included in **Attachment 2**. The BOD must review and vote on updates to the Policy

**7. Code of Conduct Infractions Policy:**

During the 2018 Mid-Year Board Meeting, the Board approved certain modifications in to the Bylaws that references potential infractions for violating the Code of Conduct (some modifications were made to the Draft Code of Conduct as requested during the meeting and underwent final Board vote at a later date.) The AEG Membership has voted and approved the Bylaw changes; therefore, policy revisions are needed as referenced in the Bylaws listing consequences for violating the Code of Conduct. The revisions are included in **Attachment 3**. The BOD must review and vote on updates to the Policy.

On behalf of the Governance Committee, I would like to thank you for your service to AEG.

**Renee Wawczak**

Governance Committee Chair, 2017-2018

**Governance Committee Members as of August 2018:**

Oliver Barker (Region 11)

Kami Deputy (Region 5)

Maddie German (Region 8)

Jason Hinkle (Region 3)

Loren Lasky (Region 10)

Jeff Neathery (Region 6), Incoming Chair, 2018-2019

David Perry (Region 2)

Renee Wawczak (Region 7), Chair, 2017-2018