

**Draft**

**Vermont Housing & Conservation Board  
Nominating & Governance Committee  
MINUTES  
February 24, 2026  
Zoom**

**Board Members:** Emily Wadhams, Billy Coster (designee for ANR), Maura Collins (VHFA), Clarence Davis, Kate McCarthy, (All Board Members called/zoomed in)

**VHCB Staff:** Gus Seelig, Bonnie Woodford, Francis Sharpstene, Pollaidh Major

**Others Present:** No public present

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Chair Emily Wadhams called the meeting to order at 11:04 AM.

**Public Comment**

No public present

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**Board member orientation**

101 Sessions on programs VHCB has, something that was discussed last meeting was having a buddy system so that members can talk with other Board members.

Maura mentioned that in the past there was a binder of the VHCB policies that members received. Could there be a shared drive that members can have access to with the Board policies and can be updated. The policies are available online

The Board does approve the organization's policies and often guidelines for programs. Gus indicated we could look at the policies we have and create an update schedule where needed. Billy indicated that conservation policies were very current

If a new Board member is starting and we schedule 101 sessions. It was suggested that it would be good to include existing Board members who might want a refresher.

Emily noted that the history is important and the arc of the evolution of the organization is important. Kate suggested walking through a sample agenda, and going over the calendar of meetings, standard minutes and resolutions discussing what to expect.

Helping members to understand where you have opportunities to engage, when to speak up and what their role is and having some mentoring from other members would be useful.

## **Draft**

More often than not we have a new member that knows half of the work either housing or conservation, so we are often building training out on an individual basis depending on folk's needs.

Something to think about is helping new members to identify what is important to them in their service on the Board.

How useful would it be to have time with the Board Chair when you are a new member? It might be good to have the Chair or another Board member present at orientation. It is of value the group agreed, to understand each Board members' perspective and help to create some time for building personal relationships within the board.

Clarence suggested that having a Board portal would be valuable as it allows for accessing past materials.

### **Potential new Board members**

There are two members that may not be planning to re-up their service on the Board in 2027.

There was a discussion about potential future Board Members and the needs of the Board when a member leaves, what skills might be missing; fulfilling representation from around the state; opportunity to have members that bring differing perspectives; and also ensuring that they are inline with the Statute requirements and the Boards mission.

There was a discussion about the actual process. This committee will start by generating a list of potential future Board members that can be shared with the Executive Director. We will need to talk to folks to find out if they would be interested, and we then pass along a list to the appointing authorities.

It would be good for the committee to be prepared to send the list to the appointing authorities by December if not sooner.

### **Draft Board Self-Assessment**

The committee reviewed the draft assessment and will be adding comments to the document and sending it back to the Director of HR and Administration. Once the committee has reviewed and had a chance to edit the assessment it will be sent out to the entire Board to complete. This committee will then meet to review data and will present it at a full Board meeting.

It would be great, once we have a good question set, to continue to survey the Board every year to get good data.

### **Next Meeting**

Follow up on what was discussed today  
Policy Issues

## **Draft**

Review results from survey

Board Chair and Vice Chair nominations for the June meeting

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### **Minutes**

Kate McCarthy made the motion to approve the Minutes from the August 27, 2025 board meeting.

Clarence Davis seconded the motion. All voted in favor of the motion.

### **Roll Call**

Emily Wadhams – Yes

Billy Coster - Yes

Maura Collins – Yes

Clarence Davis - Yes

Kate McCarthy – Yes

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The meeting adjourned at 12:20 PM.