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**STN GOVERNANCE COMMITTEE MEETING  
MINUTES  
November 10, 2021  
Zoom Meeting  
9:00 AM – 10:00 AM**

**ATTENDANCE**

**COMMITTEE:** Marcia Weber, Howard Zingler, Dave Hopkins, Jim Osborn, Carl Hayden  
**MANAGEMENT:** Steve Manning

**1. APPROVAL OF MINUTES**

The October 14, 2021, meeting minutes were approved by the committee on a motion by Jim Osborn, seconded by Howard Zingler, and carried.

**2. Staffing, Continuity, and Succession Planning** – the committee reviewed the revised Project Manager job description and its relationship to other staff positions. The committee discussed the use of staffing agencies to assist with distinguishing the duties of the two positions, determining where to post the desired positions, and establishing benefits packages. The immediate action items are to post the Project Manager job description and vet staffing agencies.

**3. Other** - There being no other business, the meeting was adjourned at 10:00 AM (Hayden/Zingler).

Respectfully Submitted,  
Steve Manning, CEO