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**STN GOVERNANCE COMMITTEE MEETING
MINUTES
November 9, 2023
Zoom Meeting
9:00 AM – 10:00 AM**

ATTENDANCE

COMMITTEE:

Marcia Weber, Jim Osborn, Howard Zingler, Carl Hayden, Dave Hopkins

MANAGEMENT: Jeff Gasper

The meeting was called to order by Marcia Weber.

The October 12, 2023 meeting minutes were approved on a motion by Jim Osborn, seconded by Carl Hayden and carried.

The committee reviewed the Board Membership list and discussed having any new person be added to the class of 2026 since this class is small. The committee discussed having the classes with the same number of board members as much as possible for each year.

The committee discussed the subject of HR support, given that the number of STN employees has increased. Jeff discussed the management team's review of alternate payroll administrators to see if another firm would offer both payroll and HR support functions for ease and potential cost benefits. Jeff discussed that other providers were roughly twice the cost of the existing payroll provider and were better fit for larger organizations. The committee also discussed the development of an employee handbook and some options for establishing a boilerplate handbook.

Mr. Gasper provided an update on the customer contracts discussion from previous committee meetings.

The meeting was adjourned at 9:53 AM on a motion by Jim Osborn, seconded by Howard Zingler, and carried.

Submitted by
Jeff Gasper