

**Meeting of the OSAC Governance Committee/ Bylaws Subcommittee  
 Friday, April 21, 2023  
 Microsoft Teams  
 Virtual Meeting  
 10:00 a.m.**

**ATTENDANCE**

Members present: Bridget Fox, Jennifer Kolakowski, Attorney Timothy Birch

Members absent: Mayor Luke Bronin, Mayor Neil O’Leary

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome &amp; Introductions</b>	Katie Ramos welcomed all in attendance	Noted
<b>Purpose</b>	Katie Ramos reviewed purpose of this subcommittee; to develop Committee Bylaws	Noted
<b>Reviewed volunteer list</b>	Katie Ramos reviewed volunteer list, Jennifer Kolakowski volunteered to chair, members had no objections	Approved
<b>Committee Discussion</b>	Katie Ramos reviewed draft Bylaws, committee had opportunity to review together and made suggestions to incorporate the creation of subcommittees. Edits made to article III section 2, to include, meetings are virtual, recorded and transcribed. Katie Ramos reviewed process flow chart, explained to group this was a working draft and revisions were being made.	Informational
<b>Other business</b>	Next meeting will be Friday May 12 <sup>th</sup> , 2023, via Teams, group agreed to meet monthly. Revisions/recommendations to be incorporated into existing draft Bylaws	

**NEXT MEETING** – Friday May 12<sup>th</sup>, 2023, 10:00-11:30am, via Microsoft Teams Virtual meeting

**ADJOURNMENT** – Friday April 21, 2023, at 10:45am.