

**DOWNTOWN DEVELOPMENT AUTHORITY  
GOVERNANCE COMMITTEE  
Monday, May 13, 10:00am  
400 Boardman Avenue, 2nd Floor Conference Room, Traverse City, MI 49684**

The meeting was called to order at 10:16am

1. Election of Chairperson
  - i. Committee elected Coco Champagne to be Chairperson.
2. Committee Roles & Responsibilities
  - i. Strategic Planning meeting instead of Regular DDA Board Meeting in July or August
  - ii. Conduct team building event when new board members are on boarded
  - iii. Develop packet/materials for new members before coming on board
  - iv. Committee requested a list of members, their term dates, and the role they fill
3. DDA By Laws
  - i. Develop a Code of Conduct for board members
  - ii. Champagne will fashion documents (code of conduct, organization chart, etc) for the board to review
4. Next Steps
  - i. Committee will meet again on June 14th at 9:00am
5. Public Comment
  - i. No public comment at this time.
6. Adjournment
  - i. The meeting officially adjourned at 11:09am

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Collette Champagne, Chair