

**OPTN Nominating Committee
Meeting Summary
August 24th, 2020
Conference Call**

Matthew Cooper, M.D., Chair

Introduction

The OPTN Nominating Committee met via Citrix GoToMeeting teleconference on 08/24/2020 to discuss the following agenda items:

1. Orientation and Overview of Fall 2020 Work Plan
2. Review Board Composition
3. Review 2021-2022 Board Needs Assessment
4. Vice President Vacancy

The following is a summary of the Committee's discussions.

1. Orientation and Overview of Fall 2020 Work Plan

Matthew Cooper, Chair, welcomed the committee to their first meeting. UNOS staff provided an overview of the board nomination and election cycle and timeline, explaining how the cycle relates to the responsibilities of the committee. The committee reviewed key tasks for their fall 2020 and spring 2021 meeting series. The committee reviewed enhancements and new processes developed by the 2019-2020 committee, many of which will be implemented and further refined by the 2020-2021 committee.

2. Review of Board Composition

The committee reviewed the regulatory requirements, bylaws requirements, and standing practices used in the nomination and election process. They specifically discussed the compositional requirements outlined in the Final Rule, and UNOS staff explained how the requirements will inform much of the committee's approach to nominee selection. The committee also reviewed traditional practices regarding nominees from professional societies and the bylaws requirements surrounding the inclusion of regional councillors on the board. The committee will continue to reference these requirements throughout their fall meeting series.

3. Review of 2021 Board Needs Assessment

The Committee examined the 2021-2022 vacancies on the board. This fall, the committee will be screening and selecting nominees for Vice President, Treasurer, Minority Transplant Professional, and 5 At-Large positions. The 2021-2022 Board Needs Assessment was distributed prior to this meeting, and the committee also reviewed the document as a group. The needs assessment will inform their work throughout the fall.

4. Vice President Vacancy

The committee began their discussion of the vacancy for Vice-President/President-Elect. After reviewing the position description, they discussed desired skills, experiences, and qualities in a Vice-President. The committee reviewed a list of candidates eligible for the role.

Next steps: The committee will continue their discussion of nominees for Vice President via email and on their next call on September 11, 2020.

Upcoming Meetings

- September 11, 2020
- September 21, 2020
- October 9, 2020
- October 26, 2020

Attendance

- **Committee Members**
 - Matthew Cooper, Chair
 - David Mulligan
 - Maryl Johnson
 - Mindy Dison
 - Patrick Healey
 - Valinda Jones
 - Suzanne Lane Conrad
 - William Hildebrand
 - Joseph Hillenburg
 - Sue Dunn
 - Brian Shepard, Executive Director of the OPTN
- **HRSA Representatives**
 - Shannon Taitt
- **UNOS Staff**
 - Chelsea Haynes
 - Susie Sprinson
 - Sally Aungier
 - Shannon Edwards
 - Anna Wall