

**OPTN Nominating Committee
Meeting Summary
April 2, 2021
Conference Call**

Matthew Cooper, MD, Chair

Introduction

The OPTN Nominating Committee met via Citrix GoToMeeting teleconference on 04/02/2021 to discuss the following agenda items:

1. Spring 2021 Nominating Committee Work Plan
2. 2022-2023 OPTN Board of Directors Needs Assessment
3. Board Referral Kit
4. Feedback on 2020-2021 Nominating Committee Cycle

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

1. Spring 2021 Nominating Committee Work Plan

Matthew Cooper, Chair of the Nominating Committee, welcomed the group to their first meeting of 2021. UNOS staff reviewed the Committee's planned work for their upcoming spring meetings. The Committee plans to write the 2022-2023 Board and Committee Needs Assessment and prepare a Board Referral Kit for use during the 2021 call for nominations.

2. 2022-2023 OPTN Board of Directors Needs Assessment

UNOS staff provided an overview of the development process for the Board and Committee Needs Assessment. The 2022-2023 Needs Assessment will inform the summer 2021 call for nominations, and will frame the work of the fall 2021 Nominating Committee. Prior to today's meeting, staff conducted analysis of the demographics of the 2022-2023 Board of Directors, and have provided that data to the Committee for review. Based on the demographic data, the Committee will identify targeted needs for the 2022-2023 Board. Staff explained the timeline of the call for nominations, noting that the 2021 call will be shifted 1 month earlier to open in early June. This shift will allow the 2021-2022 Nominating Committee additional time to conduct community outreach, review volunteer interest forms, and screen nominees.

The Committee reviewed a draft of the Needs Assessment, and focused on the identified needs, perspectives, and skill sets for the 2022-2023. The Committee supported the draft document. Committee members supported the focus on increased racial, ethnic, and gender diversity. Staff will circulate another draft of the document for final review by the Committee.

3. Board Referral Kit

The Committee discussed opportunities to enhance Board member recruitment and referrals. The Committee plans to provide the Board with email templates for encouraging colleagues, patients, and community members to submit volunteer interest forms. UNOS staff will draft referral messages and distribute to the Committee for review.

4. Feedback on 2020-2021 Nominating Committee Cycle

In preparation for a new Nominating Committee to begin on July 1, the Committee reflected on the nominee selection process from fall 2020. The Committee agreed that the addition of nominee screening calls was a helpful addition to the process, and should be continued in 2021. The Committee also agreed that the supplemental Board application questions on the volunteer interest form were a helpful tool in assessing candidates, and will plan to continue to use them in fall 2021. The Committee will review the supplemental board application question from the volunteer interest form prior to the 2021 call for nominations.

Upcoming Meeting

- April 23, 2021

Attendance

- **Committee Members**
 - Matt Cooper, Chair
 - David Mulligan
 - Maryl Johnson
 - Mindy Dison
 - Suzanne Conrad
 - William Hildebrand
 - Patrick Healey
 - Valinda Jones
 - Sue Dunn
 - Brian Shepard, OPTN Executive Director (Ex-officio)
 - Shannon Taitt, HRSA (Ex-officio)
- **UNOS Staff**
 - Chelsea Haynes
 - Susie Sprinson
 - Anna Wall
 - Tina Rhoades
 - Sally Aungier