

Ronald McDonald House Charities of Greater Chattanooga

Governance Committee – Meeting Agenda

December 12, 2025

Committee Members 2025-2026 Board Year			
<u>Board Members and CEO</u>	<u>Attendance (Y/N)</u>	<u>Volunteer</u>	<u>Attendance (Y/N)</u>
Melanie Farrell, Chair	Y	Kim Coffey	Y
John Critchfield	N	Pat Roza	Y
Teresa Critchfield	Y	Barbara Wofford	N
Mary Lynn Wilson	Y		
Karen Jolley	Y		
Tripp Stephens	Y		
Mike Brown, CEO	Y	Tiffany Commons	Y

Agenda:

1. Urgent - RMHC Policy for Background checks (Mike/Melanie)

Global is interested in how we proceed with this background check policy roll-out and what the timeline looks like. Mike is meeting with Global on Monday to follow up on this project. If we are to choose NOT to proceed, we might lose some forms of coverage, particularly abuse and molestation coverage.

Per Tonya Hathorne (MMA), abuse and molestation claims are often severe – many insurance companies will not offer this coverage without some form of abuse/molestation policy, often including background checks. Tonya thinks it's unfeasible to background check EVERY volunteer that comes into the house, but it's important to identify certain volunteers that should. It's most important to clearly define and adhere to the policy the committee writes.

Recommended to run State or Federal Criminal Background Check. Tonya will check if state records come up on a federal background check, or if you need to run both.

Creating a board-level policy by updating the current background check policy – at minimum, employees will be background checked.

It's recommended that board members need to be checked & pay for their own to offset some cost on the organization.

Weekend Managers probably won't want to pay for their own, and they are phasing out as staff covers the house 24/7. Mary Lynn feels strongly that weekend managers get background checked, and that RMHC pays for those background checks.

Front desk volunteers should also be checked as they are there so often.

For vendors, we can vet that vendors have their own safety/background check policies for their employees before allowing workers into the house.

Timeframe: 30-60 days from December 8th “to respond with an executed Sexual Abuse Policy and Procedure plan to keep Abuse & Molestation coverage on the policy.”

Pat Melanie and Karen will work together over email on the policy part, then on Jan 9th meeting we’ll finalize policy and begin implementation.

2. Policy Review Schedule (Pat)

3. RMHC By-laws status

- Send current version to Alan Cates - Complete
- Share with full Board – NLT January 9th
- Seek Board approval January 27th

4. Governance Committee Planning Calendar

Read Only: Special Committee of the Board charter template

	Board Membership stats 12/12/2025
17	Current Board Members 2025-26 Year (16 Active / 1 Lifetime)
(2)	Board Members rolling off June 2026 - Mary Lynn Wilson (legacy circle); Brad Moore
6	Targeted new Board Members to be approved at April 2026 Board meeting
21	Anticipated Total Board Members for 2026-27 Year
15-25	Targeted Total Board Membership