

**New Mexico Bioscience Authority (NMBSA)  
Executive Committee Meeting  
February 8, 2018**

**In Attendance:** Richard Larson (NMBSA Chair), Greg Byrnes, Wayne Savage, Julia Wise

**Absent:** Dale Dekker

**Others Present:** Catherine Penick (staff)

#	Agenda Items	Committee Discussion
1.	Call to Order and Confirmation of Quorum	The meeting was called to order at 12:05 pm.
2	Approval of Minutes from January 5, 2018	<p><b>MOTION</b> by Wayne Savage : <i>Move to approve the minutes of the January 5, 2018 meeting</i></p> <p>Seconded and carried without dissent.</p>
3.	Amendments to Open Meetings Act Resolution	<p>The Executive Committee was provided a draft amendment to the Open Meetings Act Resolution (BSA-17-001.1) by email prior to the meeting. There were no suggestions for edits.</p> <p><b>ACTION ITEM:</b> Send redline copy to full board in preparation for discussion and potential adoption at the full board meeting on February 16, 2018. (staff)</p>
4.	Creation of Signature Authority Matrix	<p>The Executive Committee was provided a draft skeletal Signature Authorization Policy/Matrix by email prior to the meeting. The following suggestions were offered for consideration by members of the Executive Committee:</p> <ol style="list-style-type: none"> <li>1. Geographic location should be considered when determining signature authorities</li> <li>2. Some transactions may require two signatures</li> <li>3. Need to determine authorization limits for each transaction/approver</li> <li>4. Need to identify which transactions should require board approval</li> <li>5. Need to identify which transactions should require two signatures</li> </ol> <p><b>ACTION ITEM:</b> Will continue discussion with full board at February 16, 2018 meeting.</p>

5.	Status of 501c3 application	The Chair informed the Executive Committee that the 501(c)3 application for non-profit status has been finalized.
6.	Development of Conflict of Interest Policy	<p>The Executive Committee was provided a draft Conflicts of Interest policy by email prior to the meeting. Director Wise suggested an edit to item 2b in order that volunteers are not exempt from the policy. The Executive Committee members agreed that the COI policy should apply to volunteers.</p> <p><b>ACTION ITEM:</b> The draft Conflict of Interest policy will be edited and sent to the full board for discussion and potential adoption at the full board meeting on February 16, 2018.</p>
7.	Announcements	None
8.	Adjourn	Meeting adjourned at 12:28 pm

Approved by the New Mexico Bioscience Authority Executive Committee March 8, 2018.