

**NOTE:** *The minutes were approved on Sept. 9, 2024.*

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Marilyn Morrell-Kristal (Chair), chair of the Nomination/Election Committee, called the meeting to order at 7:02pm and roll call was conducted. The meeting was held by Google Meet video conference.

**Committee Members Present:** Marilyn Morrell-Kristal (Chair), Linda Peltz, Jon Toney, Alisa Yee,

**USTA NorCal Staff Present:** Darren Wenger (Dir. of Operations and Strategy)

**Guests Present:** Pamela Sloan (President)

1. **Committee Charter Review** - The committee charter was reviewed to assist in guiding the committee.
2. **2024 Election Timeline/Deadlines:** The committee reviewed and discussed a 2024 election timeline of tasks and deadlines as part of the nomination process and election.
3. **2024 Nominations:** The committee reviewed a list of nominations submitted by the deadline of July 15, 2024. A total of twelve nominees were nominated by Member Organizations.
4. **Nominee Process Review:** The committee discussed and updated the nominee application packet to be distributed to all nominees. In addition, the committee established a new requirement of 2-3 letters of recommendation to be submitted on behalf of the nominee. The nominator will also be asked to fill out a letter of recommendation as well. The deadline for nominees to complete the application process is August 15, 2024.
5. **Nominee Interview Schedule:** The committee agreed to choose 3 days in August to conduct virtual interviews for each candidate. Committee members agreed to check their schedules after the meeting and agree upon dates via email vote in the next few days.

There being no further issues or discussion to come before the committee, the meeting was adjourned at 8:05pm.