

APPROVED

CASA ACADEMY

Minutes

Governance Committee Meeting

Date and Time

Wednesday November 1, 2017 at 12:30 PM

Location

Dial-in Number: (712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

Committee Members Present

B. Locker, E. Bolick, M. Dahlen

Committee Members Absent

None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

E. Bolick called a meeting of the Governance Committee of CASA ACADEMY to order on Wednesday Nov 1, 2017 at 12:33 PM.

C. Approve Minutes

B. Locker made a motion to approve minutes from the Governance Committee Meeting on 09-28-17 Governance Committee Meeting on 09-28-17.

M. Dahlen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Governance

A. Review of Board Member Responsibility Tracking

Discussed lack of central record keeping system.

Look into forming a Board Chair account could be used to collect all documents .

Discussed Lori's paperwork. Mary discuss making her a finance committee member or finalize board membership.

Culture committee did school visit in October and Mary in November.

Brian will be leaving sooner rather than later.

B. Recruitment of additional Board Members

Mary will be looking at Jennifer Spriggs to join the Board.

Brian is contacting a paralegal named Elizabeth to look into joining the Board.

Julie Clowand is another reference from Mark who may be looking to join a Board.

C. Plan for developing Job Descriptions for co-directors

Mary will speak with Jenna and Tacey about obtaining additional materials to discover.

Ideal timeline is for Evan to redline currently-existing descriptions for consideration in January.

D. Discussion of CEO evaluation Timeline

Brian presented timeline and attached surveys he compiled.

Governance committee will transfer responsibility for distribution of surveys and collection of surveys to Culture Committee.

Culture Committee will present results to Board Chair who will discuss the results with co-chairs.

Board Chair will turn to executive committee (Vice Chair, Treasurer, Secretary) in the event survey results implicate HR issues.

III. Closing Items

A. Adjourn Meeting

M. Dahlen made a motion to adjourn the meeting.

B. Locker seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 PM.

Respectfully Submitted,

E. Bolick