



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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BOARD GOVERNANCE COMMITTEE

MONTHLY UPDATE

COMMITTEE MEMBERS: JOYCE GIST LEWIS, LEIGH FINLAYSON, MELISSA MCKAY-HAGAN, AND LIA SANTOS

Executive Director (“ED”) & Committee Chair Monthly Meeting Highlights

- Committee Chair, Lia Santos, and Executive Director, Matt Underwood, did not meet in person this month

Board Governance Committee Monthly Meeting Highlights

- Lia Santos: As detailed in the September Board Report, a **Succession Planning Committee** was formed to proactively develop a Succession Plan for the ED. This is a formal process Matt and Mitch started using The Community Foundation's program, people, and resources.
 - The third committee meeting was held Tuesday 12/6/2016 from 8:15am to 9:15am. The committee members are Joyce, Lia, Matt, Mitch, Elizabeth Hearn, Kari Lovell, and Lara Zelski.
 - Matt and Lia will attend the fourth (and final) in-person working session at The Community Foundation on Tuesday 12/13/2016 from 9am to Noon.
 - Please complete the ED Survey that Lia distributed via Survey Monkey. This will be an input into the Succession Plan and serve as the feedback for Matt's Mid-Year Performance Evaluation for this academic year.
- The monthly **Board Governance Committee** was held Thursday 12/01/2016 from 8:30am to 9:30am.
 - Leigh Finlayson: The **Board Nominations Committee** activities will begin after Winter Break (Courier letter, MM announcement, online application live on web, etc). Please recruit, especially for the focus areas needed.
 - Lia Santos: **Mid-Year Retreat** is confirmed for Saturday, February 4, 2017. See next page for working agenda and proposed facilitators for each session. Please provide feedback to Lia, Matt, Melissa, and Mitch as we finalize the agenda.

Draft Agenda: 2016-2017 Board Mid-Year Retreat

Logistics: February 4, 2017; 8am to 1pm, Elementary Campus

Time	Topic	Facilitator
8:00 to 8:15	Greeting, breakfast, set-up	
8:15 to 9:00	Leadership Team Update: Provide summary of highlights from the recent Leadership Team Meeting - Status update on our strategic plan initiatives and initial FY18 budget discussion	Matt Underwood
9:00 to 10:00	<i>Board Assessment Results: Opportunity for development</i> - Finances Overview. Specific areas identified were Financial Compliance, Policies and Procedures, Annual Audit	Kari and Ryan
10:00 to 10:15	<i>Board Assessment Results: Opportunity for development</i> - Open Meeting Law	Melissa McKay-Hagan
10:15 to 11:00	<i>Board Assessment Results: Opportunity for development</i> - Fundraising Plan - Overview of short term and long-term plans - There is a detailed template sample from the Succession Planning workshop. We can review this and use it for discussion. Title is "Sample Guilt Free Board Member Expectations"	Narin and Meeghan
11:00 to 11:30	<i>Board Assessment Results: Opportunity for development</i> - Board Member Accountability - There is a detailed template sample from the Succession Planning workshop. - We can update and implement this process for recruitment going forward. For review and discussion.	Mitch White (facilitate) Lia Santos (draft document)
11:30 to Noon	Board Recruitment: Confirm what skills/knowledge we need, identify what we have now, determine gaps - Discuss Board Chair positions (VP, Secretary, etc) - Mitch - Walk away with a clear focus on what we are looking for in the upcoming interviews/candidates - What are we looking for: CPA, HR, Technology, non parent, representative of gender/sexual diversity, socioeconomic diversity, middle campus representative - Who has specific candidates? Please remember that we are all responsible for recruiting candidates	Leigh Finlayson