

APPROVED



Voices for International Business and Education

Minutes

VIBE Governance Committee Meeting

Date and Time

Tuesday October 2, 2018 at 6:30 PM

Location

727 Carondelet St. New Orleans, LA 70130

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

D. Batiste, K. Katner, R. Keller

Committee Members Absent

J. Lampton, S. Thomas

Guests Present

L. Lopez, S. Retzlaff

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

R. Keller called a meeting of the Governance Committee of Voices for International Business and Education to order on Tuesday Oct 2, 2018 at 6:40 PM.

C.

Approve Minutes

II. Governance

A. Discuss, Plan and Evaluate Governance Committee Action Items for 2018-2019 School Year

- Today is the first meeting of the school year.
- RK is suggesting that the committee meets strategically during the year to achieve their goals.

One of the committee's main goal is to monitor and implement the HOS evaluation process.

- Currently, there is a committee responsible for this process (Governance chair, Board Chair, viceChair), the suggestion is to include more people in the process and establish it as a standing committee.
- DB asked what are the roles of other board members in relation to the HOS evaluation.
 - RK explained that it helps that to have this committee focused on this specific item and then share with the rest of the board to make recommendations.
- ST expressed that she would be willing to participate in the HOS evaluation committee.
- The committees' list is presented on the Board Policy Manual and will need to be revised to adopt the new committee and the membership criteria.
- **The chair, vice chair, and representatives from each committee (academics, finance, and governance) two extra members from finance and from academic committee either 3 or 5 members.**
- RK the concern of being too specific on the policy wording and the number of the committee members is that there may be certain cases that not all committee members will be able to meet attendance requirements at all times.
- The committee agreed on creating a separate standing committee for the purpose of Head of School evaluation.
- RK asked if this committee should follow the same structure and procedure as the other committees, restrictions, and requirements.
 - The next evaluation meeting is already scheduled for the end of this month.
- The committee will recommend to this initiative the rest of the board at the next board meeting.
- There are particular board member expectations that need to be added to the board policy. The items were listed from suggestions presented by the board chair. These items were discussed at the board retreat at the beginning of the year.
- There are no specific meeting intervals, other than the number of meetings needed to discuss the HOS contract.

- ST asked if there is something listed on the charter that could impact the performance and direction of the governance committee.
- Another item to implement is the board assessment tool on board on track.

III. Other Business

A. Next Meeting

- Next meeting will take place on November 6.
- There is a need to have a November meeting - the date agreed upon is Nov. 6
- Board Member Agreement - will be circulated at the next board meeting for signature. Then a conversation will be had regarding policy update or incorporation.
- MR suggested that the committee also looks at the policy manual to make sure the board is operating accordingly.

IV. Closing Items

A. Adjourn Meeting

R. Keller made a motion to adjourn the meeting.

K. Katner 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 7:30 PM.

Respectfully Submitted,

L. Lopez