

APPROVED



## Voices for International Business and Education

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Wednesday October 7, 2015 at 6:00 PM

**Location**

IHS Community Room

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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**Committee Members Present**

A. Anderson, C. Allen, H. Blumenthal, K. Katner, S. Retzlaff, S. Wilson

**Committee Members Absent**

K. Turner, R. Keller, S. Fazande

**Guests Present**

D. Deno

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

K. Katner called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Oct 7, 2015 at 6:01 PM.

**C.**

### **Approve Minutes from August 5, 2015 Meeting**

S. Retzlaff made a motion to approve minutes from the Governance Committee Meeting on 09-02-15 Governance Committee Meeting on 09-02-15.

C. Allen seconded the motion.

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

## **II. Governance**

### **A. Adding a student representative as an ex-officio non-voting member of the Board**

Discussion is that a Student Rep will not be added to the Board.

### **B. Update the progress on the School Grievance and Whistle Blower policy**

The attorneys' recommendation is: Employee will go to Administration first. Then go to the committee/Board. Administration will modify the current policy.

### **C. Implementation of the Strategic Plan, Governance Section**

### **D. Guidelines for Board Members**

The Identification and Recruitment of Board Directors will be handed out at the next meeting by Carol Allen.

K. Katner made a motion to recommend to the Board to adopt the revised Board of Member Agreement and the revised Description of Board Expectations.

S. Retzlaff seconded the motion.

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

The Statement of Volunteer Hours Contributed form will be added to Board on Track under the tracking tool by the Chair of the Governance.

K. Katner made a motion to recommend to the Board that the first page of the Fundraising policy be adopted.

C. Allen seconded the motion.

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

Document was presented as a 2-page document. The second page is seen as a request.

K. Katner made a motion to adopt the Fundraising Policy on page two, which will be renamed to Board Pledge, to be given to prospective Board members.

C. Allen seconded the motion.

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

Stacie Retzlaff abstained from vote.

S. Retzlaff made a motion to defer the Board Candidate Application to the next Governance meeting for discussion and vote.

K. Katner seconded the motion.

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

K. Katner made a motion to adopt the Charitable Donations Policy and it will be the first document in the packet given to prospective and new Board members.

C. Allen seconded the motion.

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

C. Allen made a motion to have IHSNO's attorney look over the Non-Disclosure Agreement for an opinion.

S. Retzlaff seconded the motion.

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

**E. By-law change to allow Chair to establish AD HOC committees and appoint interim members**

K. Katner made a motion to defer to the next Governance meeting for a policy manual change for Ad Hoc committees.

S. Retzlaff seconded the motion.

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

**F. Nominating procedures for new board members, staggering terms, diversity and job skills**

K. Katner made a motion to defer this agenda item to the next Governance meeting.

S. Retzlaff seconded the motion.

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

**G. Change sec. 2.4.1 of Bd. Proc. Man. having comm. elections in June not May**

K. Katner made a motion to defer to the next Governance meeting.

S. Retzlaff seconded the motion.

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

**H. Have Comm Chairs recommended by the Chair Elect not the out going Chair.**

K. Katner made a motion to defer this agenda item to the next Governance meeting.

S. Retzlaff seconded the motion.

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

**I. Absentee Policy Changes**

K. Katner made a motion to defer this agenda item to the next Governance meeting.

S. Retzlaff seconded the motion.

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

**III. Closing Items**

**A. Adjourn Meeting**

K. Katner made a motion to adjourn the meeting.

C. Allen 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 8:03 PM.

Respectfully Submitted,  
A. Anderson