

APPROVED



## Voices for International Business and Education

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Tuesday September 6, 2016 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**

H. Blumenthal, K. Katner, R. Keller, S. Retzlaff, S. Thomas, S. Wilson

**Committee Members Absent**

C. Allen

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**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 Sep 6, 2016 at 6:09 PM.

**C. Approve Minutes for 05/04/16**

R. Keller made a motion to approve minutes from the Governance Committee Meeting on 05-04-16 Governance Committee Meeting on 05-04-16.

S. Retzlaff seconded the motion.

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

**D. Approve Minutes for 10/07/15**

R. Keller made a motion to approve minutes from the Governance Committee Meeting on 10-07-15 Governance Committee Meeting on 10-07-15.

S. Retzlaff seconded the motion.

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

**E. Approve Minutes for 08/05/15**

R. Keller made a motion to approve minutes from the Governance Committee Meeting on 08-05-15 Governance Committee Meeting on 08-05-15.

S. Retzlaff seconded the motion.

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

**F. Approve Minutes for 05/08/15**

R. Keller made a motion to approve minutes from the Governance Committee Meeting on 05-08-15 Governance Committee Meeting on 05-08-15.

S. Retzlaff seconded the motion.

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

**II. Governance**

**A. Interview Potential Board Member**

- Interview Ms. Shilling Why are you interested in becoming part of the board? The candidate expressed her interest in being involved in both education and politics. She values the recognition and celebration of diversity at IHSNO and the International Baccalaureate Program.
- The current board membership is of 9, and it has been approved to have 15 seats at the table. In filling the vacant seats, we look at skill set and diversity. How do you fulfill these areas? The applicant expressed that being a woman open to diversity makes her a great fit for what the mission of this board is. Her background on fundraising, PR and law, are qualifications that make her a great fit.
- Board members are asked to make personal contributions and that is something the applicant was in agreement to do.
- The applicant would be open to serve in any of the committees available.
- The applicant currently seats at the as a programs' chair for IWA for about 4 years with a couple of more months left of her tenure and IWO association. Even though she keeps very busy, she has availability to commit to the needs and demands of being a board member.

- An idea was brought up for the candidate to act as a role model/speaker for our female student population.
- The applicant became acquainted with the organization through Rob Keller the current Governance Committee chair.

A discussion was held about the candidate.

A motion was made to recommend Ms. Chilling as a board member to the board at large. Mr. Blumenthal made the motion and Mr. Keller seconded it.

### III. Other Business

#### A. Discuss goals for the 2016-2017 year.

- There are four candidates to be interviewed and recommended for a vote for the board at large.
- Dr. Thomas has a possible Hispanic candidate for the board.
- Policies and regulations were mentioned to remember to keep in mind as the contract for the Head of School needs to be renewed or not and the timeline taken in consideration. The conversation about renewal or non-renewal should take place before the end of the school year.
- It was mentioned that the HoS evaluation will not be an end of the year feedback, but an ongoing process. The tool is currently being developed.
- Dr. Thomas requested the criteria for board membership to be resent to board members as well as the bylaws and board manual (goals and objectives) to be updated for the 2016-2017 school year.

### IV. Closing Items

#### A. Adjourn Meeting

S. Retzlaff made a motion to adjourn the meeting.

S. Thomas 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 7:00 PM.

Respectfully Submitted,  
R. Keller