

APPROVED



Voices for International Business and Education

Minutes

Governance Committee Meeting

Date and Time

Wednesday November 15, 2023 at 5:30 PM

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

Committee Members Present

C. Peterson, K. Dwyer, T. Winfield

Committee Members Absent

C. Lacoste, Jr.

Guests Present

A. Berger, F. McKenna, G. Espinoza, J. Carreno

I. Opening Items

A. Call the Meeting to Order

K. Dwyer called a meeting of the Governance Committee of Voices for International Business and Education to order on Wednesday Nov 15, 2023 at 5:51 PM.

B. Record Attendance

C. Approve Governance Committee Meeting Minutes from Sept 6, 2023

K. Dwyer made a motion to approve the minutes from VIBE Governance Committee Meeting on 06-03-21.

T. Winfield seconded the motion.

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

II. Governance Committee Meeting Items

A. Review 2023-2024 Goals for Governance Committee

5 Goals:

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
2. Recruit new board members
3. Short-term and long-term succession plan and guidelines for HOS
4. Board and meeting evaluation
5. Advocate for school

Board policy manual: had a previous discussion on what needed to be amended. Need to determine if the manual was amended to include the changes. One change is that board members are non-voting until their background check returns. The second change involved when to remove someone from the board. Changes have not yet been confirmed. The short-term HOS succession plan was discussed previously, but the details are lost. During LAPCS's presentation at the 2023 Board retreat, M. Carollo mentioned a few items that need adjusting in the BPM. It is not well understood if by-laws can be changed.

Recruit New Board Members: Need to review to see if there are any gaps in the board profile grid. Need members who can fundraise. Those who specialize in areas that could effectively support the school - Academics, Finance, Attorneys,

Short Term and Long Term Plans - need to be added to board policy manual

Evaluation: A good starting point is the Board Retreat evaluation form. Want to use strategies to assess the board and meetings.

Advocacy: Need to advocate for the school.

B. Outline specific steps to be taken in obtaining our goals

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
 1. Get BPM notes from J. Lampton
 2. Compare the updated bylaws

3. Develop a plan to reach goals.
2. Recruit New board members
 1. CPeterson will meet with a potential candidate and invite her to a board.
 2. Each board member invites a potential candidate to Feb board meeting to see if they would be interested in joining.
3. Short-Term and Long-Term Succession Plans
 1. KD will send all the information she has to CP and TW this week to review the current succession plan and head search procedure
4. Evaluation
 1. AB will make a copy of the Board Retreat survey and send it to KD, CP, and TW.
5. Advocate
 1. Naming people to contact and inviting them to tour the school

C. Establish timeline for specific tasks

1. Review board policy manual, by-laws, and articles of incorporation and update where necessary.
 1. Get BPM notes from J. Lampton
 2. Compare the updated bylaws
 3. Develop a plan to reach goals.
2. Recruit New board members
 1. CPeterson will meet with a potential candidate and invite her to a board.
 2. Each board member invites a potential candidate to Feb board meeting to see if they would be interested in joining.
3. Short-Term and Long-Term Succession Plans
 1. KD will send all the information she has to CP and TW this week to review the current succession plan and head search procedure
4. Evaluation
 1. AB will make a copy of the Board Retreat survey and send it to KD, CP, and TW - by Friday
5. Advocate
 1. Naming people to contact and inviting them to tour the school - January tour.

III. Other Business

A. Website

Need headshots and bios for all board members.

- Need each board member here to reach out to at least one board member to make sure they received the email and submitted their bio and headshots.

B. Board Donations to IHSNO

The goal is 100% of board members to donate to the school.

C. Information from Finance/Dev Comm Meeting

Potential fundraiser at ribbon cutting ceremony.

Will create an adhoc/ceremony committee to divide tasks.

IV. Closing Items

A. Public Comment

B. Important Dates

The next meeting is on Jan 17 at 5:30 pm. We were not able to vote on the minutes due to not having a quorum. We will vote on the minutes next meeting.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,

A. Berger