

**Wesley International Academy Board of Directors
2018-19 Scheduling Concepts**

Goals:

- Increase efficiency of staff time dedicated to committee meeting preparation
- Increase efficiency of staff time dedicated to board meeting preparation
- Avoid meeting cancellations as the year progresses (tend to happen during 4th week of the month)
- Account for financials review by Finance Committee (books close 7-10d after end of the month)

QUESTIONS:

- Could we double up and have two committee meetings back to back so that we only have committee meetings on 2 days/month?
 - For instance, Finance and Development on one day with Governance and Academic Excellence another
 - Limit meetings to max of 1.5hr

INITIAL DRAFT SCENARIOS

Week 1 of each month: Committee agendas developed (Committee chair & Executive Director)

Week 2 of each month: Committees meet (Mon, Tues, or Wed)
Board agenda items due by Wednesday

Week 3 of each month: Board meeting on Wednesday

Week 4 of each month: Work on action items from committees and regular meeting

Week 5 of each month (when it occurs): Nothing scheduled

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In hope of accommodating the feedback in our May conversation, I offer this scenario for consideration in sketching out our meeting times:

Scenario One

- Week 1 of each month:** Board meeting
Note: results in financials from 2 months back - Jan financials in Mar, Feb in April, etc.)
Work on action items from committees and regular meeting
- Week 2 of each month:** Committee agendas developed (Committee chair & Executive Director)
Work on action items from committees and regular meeting
- Week 3 of each month:** Committees meet
Work on action items from committees and regular meeting
- Week 4 of each month:** Board agenda items due
Work on action items from committees and regular meeting
- Week 5 of each month (when it occurs):** Nothing scheduled

Known Conflicts (as of June 3, 2018)

All Monday afternoons (Andrea)
All Wednesdays (Tom)
All Wednesday afternoons (Andrea)
All Wednesdays after 4p (Illy)
1st Wednesday – 10a – 1p (Andrea)
Tuesday – prior to 4:30/5:00p (Andrea)
2nd Thursday – evenings (Tom, Mazie Lynn, Katie)
Thursday – prior to 4:30/5:00p (Andrea)
3rd Thursday – evenings (Andrea)
All Friday afternoons (Andrea)
All Fridays after 4p (Illy)

Andrea: I teach Tuesdays and Thursdays until 4pm. On the 3rd Thursday, I am only free from 4pm-6pm. I am available during the mornings on Mondays, Wednesdays and Fridays, except the 1st Wednesday 10am-1pm.