



Living School

Quarterly Board Meeting

Date and Time

Sunday September 9, 2018 at 4:00 PM CDT

Location

ReFresh Project Community Room (300 N. Broad St., 2nd Floor)

Agenda

I. Opening Items

Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order
- C.** Approve Minutes from March 25 2018

II. Other Business

- A.** Remove Troy Glover from the Board
- B.** Remove Nia Gates from the Board
- C.** Vote Danneka Tassin onto the Board

III. Charter App Committee

Charter App Committee

A. Review OKRs

OBJECTIVE 1: Earn charter approval

KR 1.1: Prepare application for submission (8/20/18)

KR 1.2: Defend application with OPSB (10/31/18)

B. Review Charter & Budget Defense

1) Review [Charter](#) & Budget (attached)

2) Review plans for Capacity Interview (to be scheduled 10/15-18)

- We will have Stefin, Joe, Liz, Dr. Lister, Alfredo, and 1 Member of Charter App Committee attend & prepare (in late Sept.)

IV. Governance

Governance

A. Review OKRs

OBJECTIVE 1: Develop a well-governed organization

KR 1.1: Everyone complete action items from monthly updates (7/31/18)

KR 1.2: Create a Board communication strategy (7/31/18)

KR 1.3: Create a Board strategic development plan (9/30/18)

KR 1.4: Develop Board Member handbook & training protocol (12/31/18)

KR 1.5: Develop criteria for Board composition & recruitment (5/31/19)

B. Updates about attendance & participation norms

Email & text response rate

Full Board Meeting attendance & material review

Committee attendance & participation

C. Introduce Board on Track Governance Grader

D. Vote on approving the new Board Meeting Calendar

Reference [2018-19 Board Calendar](#)

V. Finance & Facilities Committee

Finance & Facilities Committee

A. Review OKRs

OBJECTIVE 1: Secure a temporary facility for years 1 - 3 (February 2019)

-KR 1.1: Draft short and long term schedules (7/31/18)

- KR 1.2: Identify strong potential sites (10/1/18)

OBJECTIVE 2: Build a financially viable organization (June 2019)

-KR 2.1: Write clear operating budgets to establish development needs (6/30/18)

- KR 2.2: Establish appropriate controls & procedures for financial management (7/1/18)

B. Facilities Search Updates

Reference [Facilities Planning Document](#)

C. Review Financial Dashboard

D. Vote to authorize CEO to sign a Line of Credit application with ASI Federal Credit Union

VI. CEO Support & Evaluation

CEO Support & Evaluation

A. Review OKRs

OBJECTIVE 1: Recruit, develop, & retain exceptional staff

KR 1.1: Develop a compensation & growth framework (7/31/18)

KR 1.2: Create a differentiated development process (10/31/18)

OBJECTIVE 2: Establish powerful climate & culture

KR 2.1: Develop organizational decision-making process (7/31/18)

KR 2.2: Develop personnel handbook (7/31/18)

KR 2.3: Develop organizational policies & procedures around clear, professional communication (10/31/18)

KR 2.4: Develop organizational definition of equity (12/31/18)

KR 2.5: Develop a clear, consistent, equitable hiring process

B. Present draft Decision-Making Matrix for Feedback

1) Review draft [Decision-Making Matrix](#)

- What considerations do we want to make before approving amendments to our Bylaws at the next Board Meeting to codify this decision-making structure?

C. Preview a Board process for defining equity/our mission

VII. Development Committee

Development Committee

A. Review OKRs

OBJECTIVE 1: Raise \$275K

KR 1.1: Follow up on outstanding grant applications (5/31/18)

KR 1.2: Find and apply for new grants (1/31/19)

KR 1.3: Steward existing donors (5/31/18)

KR 1.4: Cultivate new donors (7/31/18)

KR 1.5: Develop our marketing & social media capacity (7/31/18)

OBJECTIVE 2: Raise the funds needed to build the permanent Living Campus

KR 2.1: Plan and execute a capital campaign (1/31/20)

B. Review Progress of Grant Applications

Refer to the [Grant Tracker](#)

C. Review Crowdfunding Campaign Progress

Updates on upcoming fundraising events in October

- 1 private dinner

- 1 public event at a restaurant/bar

- 1 public event at a park/church/organization

VIII. Closing Items

A. Adjourn Meeting