DRAFT

Atlanta SMART Academy

Minutes

Fall Board Retreat

Date and Time
Saturday October 21, 2023 at 9:00 AM

Directors Present
A. Tolliver, I. Lee, R. Price, V. Williams

Directors Absent
J. Grimes, L. Harden, S. Fortson, S. Williamson

Guests Present
P. Meadows, Sandra Scott, wandanewmanjohnson@yahoo.com

I. Opening Items

A. Call the Meeting to Order

A. Tolliver called a meeting to order on Saturday Oct 21, 2023 at 9:45 AM.

B. Record Attendance

C. Welcome/Icebreaker

Conducted tour of the school

II. School Leader Updates

A.

1st Quarter Academic Data Update

reviewed Beacon and iReady data in comparison to last year
reviewed case study students
reviewed Milestones scores in comparison to the state

ED Priorities:
Feedback from Leadership Advisor
ED board reporting vs. driving
separating Academic committee from Governance

B. Needs from the Board

Gala - would like this to move this responsibility to the board; suggestion to have a bridge year; Wanda will assist with creating checklist to support the transition

Request from board to get sponsorship, auction items, ticket sales, and MC
1 presenting , 1 platinum, 1 gold, 1 silver, and 2 bronze
Want to give a Sustaining donor award and Sustaining Partner Award
Goal to sell 150 tickets; Early bird 30% off for next two weeks
Auction items: experiences, sport memorabilia/tickets, artwork, services - deadline: November 17th

Note: start donor solicitations at the beginning of the year
Next steps:

- schedule meeting with Network for Good with Adam and Patrice
- Look into 32auctions.com and Network for Good for auctions
- Ivan to check in with board members regarding individual donations; discussed give/get and $2000 responsibility - funds due by June 30; matching/social community impact campaign at jobs will count

III. Board Commitment and Accountability

A. Board Recruitment and Succession Planning

Discussed below

Action Items:

- encourage board members to bring 1 potential board member and 1 potential committee member
- Identify potential candidates and reach out to them
- Submit the following for those you reach out to: name, email, and interest level to Veronica by November 13 via email
    - if person is not interested ask that person for names

- Patrice to share recruitment flyer with board

B. Fundraising

See above

C. Board Training

VW will send out Board on Track training and certificate of attendance survey to be completed by next board meeting

VW to create training survey to keep track of training

April is governance training - use link in agenda to register; if you don't attend you must pay for your own training

Ivan to schedule 2nd finance training for Spring

Finance Training offered by GCSA - look for update in the Spring

D. Board Member Expectations

Update Board Commitment letter paragraph 6

Attendance - expectation is 10 meetings and 2 retreats per year may have special called meetings

If you are out and are responsible for a task, appoint a replacement
Send out revised board commitment letter once finalized
AOG committee to revise bylaws

- add succession plan proposal
  - emeritus status
  - Immediate past chair-Emeritus (if they chose),Chair-immediate past chair, Vice Chair-Chair, Treasurer-Vice Chair, Secretary-Treasurer
  - create officer replacement plan - volunteer for remaining of term then vote
- synthesize information: board job description, board responsibilities, committee responsibilities
- For attendance add note about leave from the board; add retreat; 1 school event/semester
  - email whole board if going to be absent

Send out revised bylaws for vote from board

Board meetings

- Cameras on during meeting
- Post meeting survey
    - What worked well? What can we do to improve?
- Previewing meeting documents in advance
    - required to share out thoughts during board meeting on documents reviewed (whirl-around)
- Share out from committee rotates between those members
- Must join a committee
- *more in person opportunities

IV. Items to Discuss

A. Board Priority Team Updates

Finance: Ivan and Rosalynne

- Roles and responsibilities
- Finance training - semi annually; one held in October
- Better reporting to the board monthly; CFO attends board and committee meeting
- Treasurer working w/ CFO to make sure they meet the needs of the board and school
- Catering reporting to board
    - discussion that CFO highlights areas of concern; we like the benchmarks
- Created finance calendar and benchmarks
    - Ivan to add calendar to BoardonTrack

Development - Adam

- goal to create endowment fund and annual fund
- created a tactical roadmap for approaching corporations and foundations
- working on investment policy statement: how we will allocate funds beyond immediate needs/timeline
- discussion on hiring a fund development manager; raising money for this position
    - hire outsource agency then replicate
- Next step: keep this topic on finance agenda; create SMART goals; data mining from Patrice; setting up CRM system (Hubspot)

Board Goals and Accountability - Veronica and Rosalynne

- planning and executing board retreat
- working on implementing our policies to have a more effective board/holding board accountable

- creating and implementing board succession and recruitment plan, calendar of governance dates, onboarding plan, board duties/responsibilities and evaluation/removal procedure, survey of meetings, evaluate meetings and committees
- Next step: bring 1-2 candidates for board and committee
    - Academic
    - Fundraising
    - board experience
    - attorney
    - Finance
    - corporate relations, consultants (business)
    - diversity

Recruitment - Shirlynn and Jasper

- absent

Board Meetings - Lauren

- absent

B. Committee Responsibilities

Assign tasks within the committee meeting ie: scribe

- discuss the creation of subcommittees/task forces to even out the load

Add goals for the year to BOT by November 30, 2023

Board report submitted one week before each board meeting to include:

- Strategic Plan Circuit 1-4 that you are focused on
- Committee Goals related to strategic plan for the year
- Summary of key ideas from meeting
- Quarterly Rocks: committee priorities for the next 90 days related to the strategic plan
- Monthly to do's: what are the next steps for the month related to the quarterly rocks
    - Accomplished
    - Remaining (these may be a checklist)
- Board Action Items

Create agenda and take minutes
Patrice to share out zoom sign in to committee chairs
Veronica will update template and share out

C. Strategic Plan

Circuit 1:
Measured by iReady: Sept, Jan, April and Beacon: Nov, Mar,

Circuit 2:
Food pantry, washer/dryer; SEL workshop

Circuit 3:
update objective to say Southern Fulton County
long term K-12; grow down to grow up; focus on foundational skills

Circuit 4:
work on defining this
SEL workshop
soft skills
bring in teachers in residence; partner with universities and professionals

To Do: update strategic plan

- Add SMART goals to ASA strategic plan powerpoint; VW will add strategic plan document
- Add updates/narratives; highlight wins
- Work on climate survey - Wanda will assist

Circuit 1&4: Academics
Circuit 2&3: Finance et.al

V. Closing Items

A. Debrief, Next Steps, Closing

B. Adjourn Meeting

R. Price made a motion to adjourn.
I. Lee seconded the motion.
The team **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 4:21 PM.

Respectfully Submitted,
V. Williams

Documents used during the meeting

None