



The GLOBE Academy

Board of Directors Meeting

Date and Time

Monday August 27, 2018 at 7:00 PM EDT

Location

4105 Briarcliff Road, Atlanta, GA 30345

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests	Discuss	Sharon Camara	
B. Call the Meeting to Order		Sharon Camara	
C. Vision, Mission and Core Values	Discuss		5 m

Vision: To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.

Mission: The GLOBE Academy fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential-learning model, and a constructivist approach, GLOBE inspires students to be high- performing lifelong learners equipped to make a positive impact in the world.

Core Values: The GLOBE Academy's core values are expressed in the acronym, CREST: Community, Respect, Empathy, Sustainability and Trust. These values are expected of the governing board, faculty, staff, parents, and students. They are woven into daily life at GLOBE and incorporated into the curriculum.

- Community: We are inclusive, and we nurture and support one another.
- Respect: We treat ourselves and each other with kindness and dignity.
- Empathy: We strive to understand and share the feelings of others.
- Sustainability: We aim to conserve our resources for optimal use in the present and future.
- Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.

	Purpose	Presenter	Time
II. Public Comment			7:05 PM
A. Public Comment	FYI	Sharon Camara	5 m
Please note: Each speaker may speak for up to two minutes. Speakers are cautioned from making comments that involve an individual staff member, a personnel action, a student disciplinary matter, a complaint about an individual student or any pending legal matter for which The GLOBE is engaged. Speakers are asked to state their remarks in a courteous manner. As a matter of protocol, Board members will not respond to public comments.			
III. Consent Agenda			7:10 PM
Academic			
A. Approve Agenda	Vote	Sharon Camara	5 m
B. Approve Minutes	Approve Minutes	Sharon Camara	5 m
Approve minutes for Board of Directors Meeting on August 6, 2018			
IV. Executive Session			7:20 PM
A. Employment matter	Discuss	Sharon Camara	5 m
V. PTCC Report			7:25 PM
CEO Support And Eval			
A. PTCC Report	FYI		5 m
VI. Administration and Committee Reports			7:30 PM
Charter Renewal			
A. Head of School Report	Discuss	Christi Elliott-Earby	5 m
B. Academic Committee Report	Discuss	Ryan Hudak	5 m
C. Finance Committee Report	Discuss	Chip White	5 m
D. Facilities Committee Report	Discuss	Juan Archila	5 m
E. Development Committee Report	Discuss	Will Acree	5 m
F. Communications Committee Report	Discuss	Anita Patel	5 m
G. Governance Committee Report	Discuss	Stacey Moore	5 m
H. Strategic Planning Committee Report	Discuss	Sharon Camara	5 m
I. Diversity Committee Report	Discuss	Monique Hudson	5 m

	Purpose	Presenter	Time
VII. Old Business			8:15 PM
A. Staff Retreat Invoice - B. Williams	Vote	Sharon Camara	5 m
B. Board Retreat	FYI	Sharon Camara	5 m
VIII. New Business			8:25 PM
A. HOS Evaluation and Support Committee	Vote	Sharon Camara	5 m
B. Tentative Calendar of Committee Meetings	Discuss	Sharon Camara	5 m
C. HOS Employment Matter	Vote	Sharon Camara	5 m
IX. Closing Items			8:40 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section: III. Consent Agenda
Item: B. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on August 6, 2018

APPROVED



The GLOBE Academy

Minutes

Board of Directors Meeting

Date and Time

Monday August 6, 2018 at 7:00 PM

Location

4105 Briarcliff Road, Atlanta, GA 30345

Notice of this meeting was posted at campus and on the GLOBE website in accordance with O.C.G.A. § 50-14-1.

Directors Present

A. Patel, B. Williams, C. White, J. Archila, M. Hudson, R. Hudak, S. Camara, W. Acree

Directors Absent

S. Moore

Guests Present

Aba Rogers, C. Elliott-Earby, Christina Steiner, George Rosero, Jason Goldstein, Johnny Garcia, K. Holder, Katie Monroe, Mary Busbee, Nakita Hunter, Robyn Brandman, Roei Bachar, Susan Mellage (GLOBE Admissions Director), Vilma Villalobos

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Camara called a meeting of the board of directors of The GLOBE Academy to order on Monday Aug 6, 2018 at 7:00 PM.

C. Vision, Mission and Core Values

Vision, Mission and Core Values were read by board members.

II. Public Comment

A. Public Comment

George Rosero commented on establishing a formal decision-making body that allows for parental input on sports opportunities at The GLOBE.

III. Consent Agenda

A. Approve Agenda

The agenda and minutes were approved by consent without objection.

B. Approve Minutes

M. Hudson made a motion to approve minutes from the Board of Directors Meeting on 07-09-18 Board of Directors Meeting on 07-09-18.

B. Williams seconded the motion.

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

IV. PTCC Report

A. PTCC Report

There was no formal report this month.

V. Administration and Committee Reports

A. Head of School Report

A formal report was included in the agenda packet. A brief discussion was held about the National School Lunch Program, particularly the importance of having parents apply for free and reduced lunch benefits with the school, as there are those who are eligible but do not apply.

B. Academic Committee Report

There was no formal report this month. Committee will meet on August 9th to map out the plan for the school year.

C. Finance Committee Report

There was no formal report this month. Funding sheet for July has been received. The final enrollment totals will likely result in an amendment to the budget. Chip noted that the funding formula appears to be much more simplified. Chip said the end-of-year numbers should be available for approval by the next Board meeting. A discussion was held about providing a cost-of-living increase for GLOBE staff to be in alignment with the county, who has provided a cost-of-living increase for its employees.

Motion made by Chip to provide a three percent cost-of-living adjustment for all GLOBE staff members. Motion seconded by Anita. Motion approved by all present.

D. Facilities Committee Report

A formal report was included in the agenda packet.

Motion made by Chip to adjust the Modulars contract for up to \$130K and for up to \$50K for the Georgia Power-related cost with Juan and Sharon providing the final approval for anything that exceeds those amounts. Seconded by Monique. Motion approved by all present.

E. Development Committee Report

A formal report was included in the agenda packet. Annual Fund at orientation currently stands at \$14,049. All fundraising pages have been updated.

F. Communications Committee Report

There was no formal report this month. Websites have been updated. There will be a brand management meeting on August 10th. End of year surveys will be sent out on August 7th or 8th. Sharon suggested sharing a link to a website that notes the respective positions of each Georgia gubernatorial candidate as it relates to charter schools. Anita said there is a new Board webpage about getting involved.

G. Governance Committee Report

There was no formal report this month. Sharon spoke about a recent presentation given by Rob Fortson on school handbooks. The Board retreat is scheduled for August 18th. The retreat will be facilitated by BoardOnTrack. Sharon stated that Ryan has suggested a PowerPoint template for Board reports for committee updates during Board meetings. Sharon shared an update on the funding issue with the county. The DeKalb County BOE has held two executive sessions regarding the issue, but there has not been a final decision to resolve the matter. Christi and Anita attended the first meeting of the Lakeside High School Construction Advisory Committee. Anita and Sharon said that it is important to stay engaged with the advisory committee and the DeKalb County BOE.

H.

Strategic Planning Committee Report

There is no formal report this month. Three proposals have been submitted thus far from strategic planning vendors. Two more proposals are expected within the next week.

I. Diversity Committee Report

There was no formal report this month. Diversity training was held during the GLOBE staff retreat. Brian and his wife facilitated the training. Equity Audit assessments will be conducted during the first part of the school year. Sharon noted that if Brian is engaged for more training as a facilitator and his participation requires a vote of the Board, then he will recuse himself.

VI. Closing Items

A. Adjourn Meeting

The next scheduled meeting will be held on August 27, 2018 at 7 p.m. at Upper Campus.

M. Hudson made a motion to adjourn the meeting.

A. Patel seconded the motion.

The board **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 8:44 PM.

Respectfully Submitted,

K. Holder

Coversheet

Employment matter

Section: IV. Executive Session
Item: A. Employment matter
Purpose: Discuss
Submitted by:
Related Material: Executive Session Affidavit 08282018.pdf



EXECUTIVE SESSION AFFIDAVIT

(In accordance with O.C.G.A. § 50-14-4(b))

The undersigned presiding Board Officer of the GLOBE Academy Board of Directors, under oath hereby states and certifies that at the Board meeting held on the 27th day of August, 2018, the following:

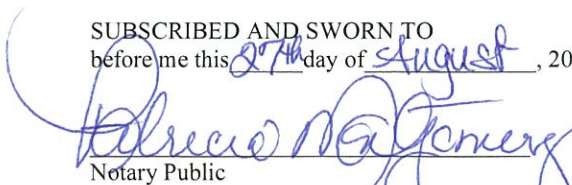
1. The Board properly entered executive session as permitted by O.C.G.A. § 50-11-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
 - () To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
 - () To discuss tax matters which are confidential by state law;
 - () To authorize negotiations to purchase, dispose of, or lease property;
 - () To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
 - () To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
 - () To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
 - () To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
 - () To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
2. To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or non-governmental nature were discussed during said executive session.
3. By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the Fifth Amendment to the United States Constitution.
4. This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

This 27th day of August, 2018.



PRESIDING OFFICER

SUBSCRIBED AND SWORN TO before me this 27th day of August, 2018.



Notary Public

My commission expires: 4/1/2022



Coversheet

PTCC Report

Section: V. PTCC Report
Item: A. PTCC Report
Purpose: FYI
Submitted by:
Related Material: 2018.08.27 PTCC Report.pdf

PTCC MONTHLY REPORT

AUGUST 24, 2018

UPCOMING EVENTS

September 22 – International Fest

September 24-28 – UC Book Fair

October – Hispanic Heritage Celebration

October 20 – Fall Grounds Clean Up and Screen on the Green

MONTHLY OVERVIEW

PTCC Leadership Team Orientation – July 29, 2018

Held all day orientation for the PTCC Leadership team

Wish List Finalization 2016-2017

\$13,028 purchased \$9,000 remaining for UC recess/outdoor space

Outdoor picnic tables

Re-heading of drums

White Boards

Storage chest

IPad and pencil

Mandarin science books

Diversity based library items

Sensory Items/Recess bags

Bulletin board strips

Wireless speakers

French classroom library

Scholastic Funds - \$13,400

Completed purchase of grade level wish lists utilizing Scholastic dollars

Ice Cream Social – August 10, 2018

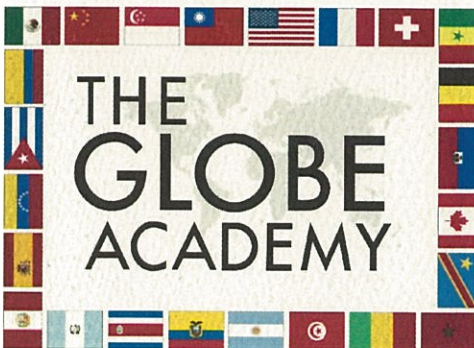
Second annual welcome event for new families and current families

Back to School Work Day – August 18, 2018

Completed back to school ‘honey do’ lists for LC/UC classrooms

PTCC GOALS

- Increase PTCC volunteerism; inspire new volunteers
- Building technical capacity of PTCC (PTOffice, Online sales)
- Pass the 2018-2019 PTCC Budget by September 2018



Coversheet

Head of School Report

Section: VI. Administration and Committee Reports
Item: A. Head of School Report
Purpose: Discuss
Submitted by:
Related Material: 2018.08.27 HOS Report.pdf

HOS Report

8/27/18

Updates

First Day of School - This Wednesday!!!

Free and Reduced Lunch

Free	92	>	100	10%	>	11%	
Reduced	11	>	14	1.3%	>	1.4%	11.3% > 12.6%
Total:	906						

MAP

We are finishing up this week.

There will be a data talk at the next board meeting from our Data Coordinator about where we are in scores.

Heritage Reunion - A huge success. We have 8 students here to serve as ambassadors.

International Fest - September 22nd - We would love to have board members to join the festivities.

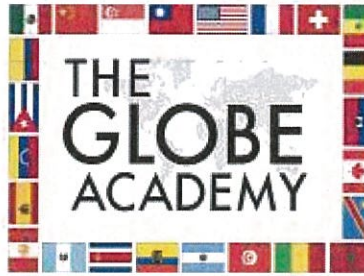
Enrollment

	May	Out/+	July	Aug
K:	143		144 -	144
1:	144	+1	144 -	144
2:	129	-5	139 -7	132
3:	60	-3	126 -4	122
4:	77	-9	51 -	51
5:	67	-5	72 -	72
6:	96	+29	96 +1	97
7:	61	-6	90 -3	87
8:	N/A	-4	57 -	57
Total:	777		919	906

Coversheet

Academic Committee Report

Section: VI. Administration and Committee Reports
Item: B. Academic Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2018.08.28 Academic Committee Report.pdf



The GLOBE Academy
 Academic Committee Report
 August 27, 2018

Committee Chair: Ryan Hudak

Report Type: Update

Attendees: Ryan Hudak, Christi Elliott-Earby, Zakia Funchess, Lisa Dibble, Sandra Daniel, Katie Monroe, Jill Weaver

Update:

1. The committee discussed our goals for SY18-19. The committee will focus on providing staff more direct support in three areas:
 - a. Designing standard academic data reports for the board
 - b. Researching middle school models and best practices for dual language immersion
 - c. Researching and designing a capstone 8th grade international trip

2. The committee discussed the optimal composition in order to meet our goals. We agreed that we would limit the number of GLOBE staff attending the meetings to those who support the goals. Christi, Sandra, Lisa, and Zakia will be the primary staff members attending meetings. We agreed that non-staff members who have been consistently attending will comprise the remainder of the committee. Ryan, Katie, and Jill will remain on the committee. Ryan will work with Christi and Zakia on data reporting, Jill will work with Sandra and Judy on middle school model, and Katie will work with Sandra on capstone trips.

3. We established our meeting schedule for the school year.

Date	Time	Location
September 21, 2018	1:30 to 2:30 pm	Lower Campus Conference Room
October 19, 2018	1:30 to 2:30 pm	Lower Campus Conference Room
November 16, 2018	1:30 to 2:30 pm	Lower Campus Conference Room
January 18, 2019	1:30 to 2:30 pm	Lower Campus Conference Room
February 15, 2019	1:30 to 2:30 pm	Lower Campus Conference Room
March 15, 2019	1:30 to 2:30 pm	Lower Campus Conference Room
May 10, 2019	1:30 to 2:30 pm	Lower Campus Conference Room

End of Report

Coversheet

Facilities Committee Report

Section: VI. Administration and Committee Reports
Item: D. Facilities Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2018.08.27 Facilities Committee Report.pdf



The GLOBE Academy

Facilities Committee Report

August 27, 2018

Committee Chair: Juan Archila

Report Type: Report. No Board Action Required.

Committee Meeting Date: August 15

Attendees: Juan Archila, Jason Bitar, Christi Elliott-Earby, Darren Fagan, Johnny Garcia, Tyler Goforth, Judy Limor, Elizabeth Oliver

I. Call to Order and Roll Call

Mr. Archila called the meeting to order at 6:30pm. All present gave a short introduction.

II. Public Comment

No one spoke.

III. Task List Review

A. Lower Campus Fall 2018 Modulars:

1. MHI Construction's electrician has completed their work and the site is ready for Georgia Power to complete the new power pole installation.
2. Georgia Power must have an easement to work on the property, however, and needs signatures from GLOBE and the Dekalb County School District to grant this easement. As of the writing of this report (8/23/18) we are awaiting DCSD signatures.

B. Upper Campus:

1. We reviewed the project list, which is on Google Sheets and shared with the committee, and began to sharpen our priorities for Fall 2019.
2. We would like to combine as many projects as we can for one contractor to bid on so it is worth their time. We may permit projects separately, however, so one doesn't hold up another.
3. There is a church interested in the sanctuary cross and stained glass. Tyler is our point of contact and working with this church to schedule take-down and pick-up. If this falls through, we will dispose of these items.
3. No word on Facilities Security Grant, but we should hear something in September.

Next Meeting: September 4, 2018 at 6:30pm in the Upper Campus AHOS Office

End of Report

cc: Jason Bitar, Denise Clayton-Purvis, Christi Elliott-Earby, Darren Fagan, Josh Gregory, Ryan Hudak, Brad Jones, James Minderhout, Elizabeth Oliver, Amy Stone, Denise Procida, Chip White, Mira Williams, Anna Witte, Delilah Wynn-Brown

DRAFT

Coversheet

Development Committee Report

Section: VI. Administration and Committee Reports
Item: E. Development Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2018.08.28 Development Committee Report.pdf

Development Committee – 8/27/18

1. New Committee Member:

Grace Swanson grew up in Marietta, Georgia and graduated from the University of Georgia. She earned a Master of Social Work from New York University. She is a former Director of Development and Program for The East Harlem School, a small private middle school for low income children in East Harlem, New York. At The East Harlem School, Grace was responsible for raising an annual budget of \$2.3M in addition to completing a \$15M capital campaign to build a new school building. Through foundation and corporate grants, events and individual donations, Grace and her team exceeded the annual goal every year. Upon moving back to Atlanta, Grace was the Director of Development for Girls Inc. of Greater Atlanta where she was responsible for raising an annual budget of just over \$1M.

Grace then moved to the corporate sector to work for the International Division of Wendy's where she supported marketing efforts for 26 countries. Most recently, Grace was a Manager of International Operations for Popeyes Louisiana Kitchen and served on the Development Committee for the Popeyes Family and Friends Foundation.

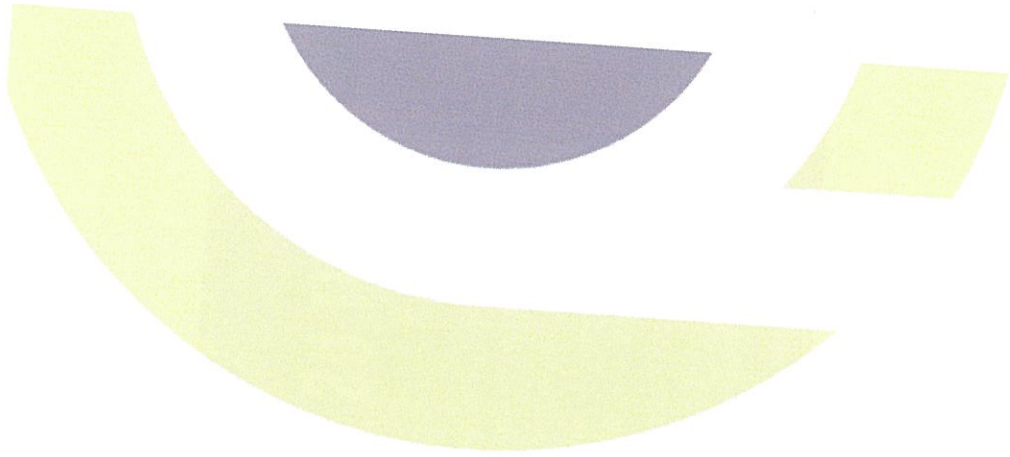
Grace currently lives in Brookhaven and stays home with her three children ages 3 ½, 1 ½, and 1 week.

2. Grants Committee - (led by Jason Goldstein and Meghann Adams):

- Completed Grant Language Template
 - o Goal: to make grant application process more scalable and to create consistent messaging across applications
- Will begin to apply for grants in September

3. Datamotio:

- Met with CEO and head of Business Development
- Datamotio provides accounts payable solutions and credit card processing automation:
 - o Create new revenue stream for the school due to accounts payable and credit card processing savings (cash back rewards from virtual card spend and potentially eliminates cost of processing paper checks)
 - o Datamotio donates 10% of their revenue from Globe Academy back to the school.
 - o Datamotio donates 10% of their revenue from companies we refer back to the Globe Academy.
 - o Datamotio sample client list: Stanford University, Northwestern University, Cleveland Clinic



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Secure Payment Solutions

Development Committee – 8/27/18

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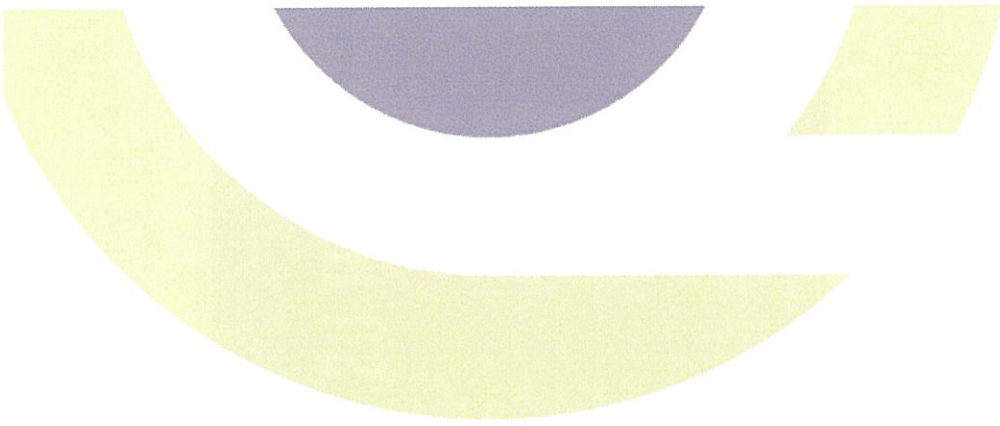
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Secure Payment Solutions



CHARGE 4 CHANGE

- ✔ Create a long term sustainable revenue stream
- ✔ A donors' business can use datamotio for credit card processing and Corporate Purchase Card programs
- ✔ Monthly revenue to your Non-Profit
- ✔ Datamotio provides 10% of the revenue derived from these services to your Non-Profit

- ✘ No longer have to continually ask your donors for as much money
- ✘ No increase in cost to donor's business and perhaps a savings or increase in revenue
- ✘ No longer need to have awkward conversations with your donors about fundraising
- ✘ Increase your annual income by encouraging donor's companies to use these services thru datamotio versus providing cash donations

SUSTAINABLE REVENUE THRU FEWER DONATIONS



CARDCONNECT BEATS THE COMPETITION

- ✓ CardConnect beats competitors on PRICE and SECURITY
- ✓ CardPointe can be implemented on any desktop, tablet, or mobile device in minutes
- ✓ CardConnect provides patented and validated P2PE
- ✓ CardConnect's software integrates seamlessly nearly all existing software systems using Bolt's RESTful API

- ✗ Competitors race to the bottom on price without providing security
- ✗ Competitors often require special hardware or downloadable software that can be hard to implement
- ✗ Competitors may claim to have P2PE, but it is likely not patented and/or not validated by the PCI Council
- ✗ Competitors require their own hardware for the software or gateway to work



ACCOUNTS PAYABLE REVENUE PROGRAM

Turn your accounts payable into a revenue generator just by paying your bills.



Execute all payments at one time

Make virtual card, check, ACH and wire payments in a single payment run from your ERP – no need to for separate payment files for each payment type.



Manage All Payments Using Your ERP

Connect data from multiple systems, business units and locations to manage payments in one place with seamless approval workflows and comprehensive reporting.



Minimize Time Managing Payments

Making all payments in a single run eliminates the need for batch processing, cash requirements approvals and payment execution for each payment mode.



Reduce Account Payable Costs

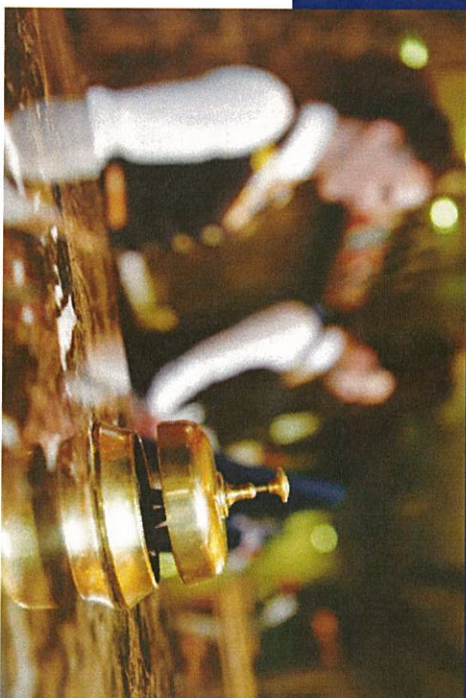
Using CSI's Paysystems to push as many transactions to virtual credit card or ACH for non-card acceptors means even fewer checks, less fraud risk and less printing and postage.



DATA MOTIO CASE STUDY

ACCOUNTS PAYABLE REVENUE PROGRAM

Case Study: 5-Star Hotel



CSI Payersystems integrated with 5-star hotel's ERP system to facilitate reconciliation and reporting.

Full implementation completed within 4 weeks.

Vendor enrollment campaign yields over 40% enrollment in the first 3 months.

 **\$424,460**

Estimated annual savings from eliminated paper checks (\$10/check)

 **\$1,026,135**

Annual revenue through rebate

 **\$1,450,595**

Total savings



HOW DATAMOTIO'S DONATION MODEL WORKS

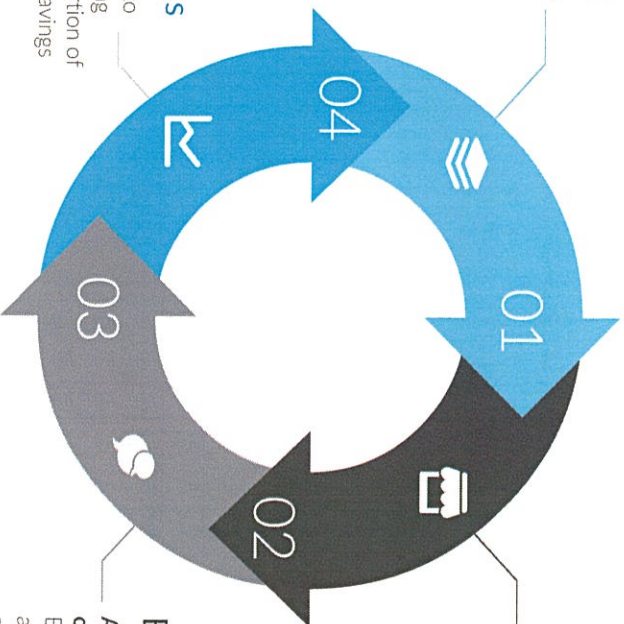
We help organizations that help others create consistent revenue streams with little impact to donors.

Present value prop to organization

All we need to do an impact analysis is 3 months of credit card processing statements and/or the organization's vendor file. **Datamotio will present the value proposition to the organization within 5 - 7 days, and it can make a business decision to use Datamotio.** Implementation can happen within days, especially with credit card processing. AP solutions take 2-4 weeks.

Several donation options

Corporate donor partners can choose to donate in any one or more of the following ways: **(1)** corporate partner could donate a portion of its AP revenue and/or credit card processing savings to the organization; and **(2)** Datamotio will donate 10% of its monthly revenue from each client referred by the non-profit for the lifetime of that client.



Organization hires Datamotio

The organization becomes a Datamotio client. **Datamotio delivers best-in-class credit card processing solutions and accounts payable solutions to the organization.** Our solutions not only provide opportunity for corporate partners to donate, but they also streamline operations and provide risk transfer in the age of the data breach. The organization names Datamotio as an official charity partner.

Educate corporate donors

As a client, the organization can credibly speak to corporate donors regarding Datamotio services. Explain to the corporate donor that it already pays approximately 2-3% to process credit card transactions, and a portion of that 2-3% spend could go to your organization to help those in need. Similarly, the corporate donor can turn paying its bills into a revenue stream to help those in need by using Datamotio's virtual credit card and other payment card solutions.



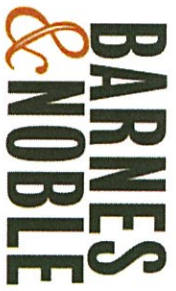
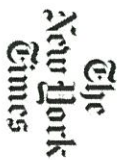
Cleveland Clinic



Northwestern University



OUR SOLUTIONS ARE TRUSTED BY



Coversheet

Strategic Planning Committee Report

Section: VI. Administration and Committee Reports
Item: H. Strategic Planning Committee Report
Purpose: Discuss
Submitted by:
Related Material: 2018.08.27 Strategic Planning Committee Report.pdf



The GLOBE Academy
Strategic Planning Committee Report
27 August 2018

Committee Chair: Sharon Camara

Report Type: Update

Meeting Date: 8/20

Attendees: Sharon, Camara, Christi Elliott-Earby, Denise Clayton-Purvis, Christina Catinella, Katie Monroe

Summary

- Strategic Planning proposals received from 4 candidates
- Committee compared, discussed and evaluated the proposals
 - Two local candidates invited to meet with committee and available board members prior to Monday's board meeting
- Katie took responsibility to contact references

End of Report

Coversheet

Board Retreat

Section: VII. Old Business
Item: B. Board Retreat
Purpose: FYI
Submitted by:
Related Material: 08182018 Board Retreat Action Items.pdf



GLOBE Board Retreat – Action Items

18 August 2018

Improve Board-HOS partnership

1. Use the formal BoardOnTrack evaluation tool for HOS
2. Discuss and create HOS evaluation and support committee (preferably comprised of three Board members including Board chair, but shall be chaired by someone other than Board chair (Monique, Ryan & Sharon) – ***vote to establish at next Board meeting***)
3. Foster better communication between HOS and Board members – schedule time for Board members to meet with HOS either alone or in conjunction with Sharon’s weekly meeting
4. Discuss and evaluate process for transitioning operational tasks to GLOBE staff (does Christi have adequate staff?)

Governance Committee

5. Conduct a formal Board assessment each year (i.e., skillsets and experience of Board members) – ***tentatively scheduled for each March***
6. Annual primer on Open Meetings law for Board members
7. Create a formal job description/set of expectations for Board members
8. Formalize the Board recruitment/selection process
 - a. Board recruitment open house – twice a year (possibly?)
 - b. Allow HOS to meet with prospective Board members

Board of Directors

9. Engage in discussion on the process of hiring high-level personnel (determine level of Board input)
10. Review written descriptions for each respective committee (are they still applicable?)

11. Evaluation of committees (ensure each committee is operating according to its stated purpose)
12. Add three new Board members (recruit 1-year, 2-year and 3-year term member) – **vote on by February '19 Board meeting**
13. Add public comment language on Board agenda – **complete ASAP**
14. Update Board documents online and for orientation packet
15. Finish all policies and procedures for financial audit - **complete by November Board meeting**
16. Complete Board operations calendar (i.e., predictable events) (publish on BoardOnTrack) – **complete by end of September**

Academic Committee

17. Engage in discussion around the question - Are we on the academic path we intended to be on? – hold discussion at committee meeting, not Board meeting (suggested by Anita)