



The GLOBE Academy

Governance Committee Meeting

Date and Time

Sunday September 24, 2023 at 4:30 PM EDT

Location

Barnes and Noble-Vinings location
(Starbucks Coffee shop in bookstore)
2952 Cobb Pkwy SE, Atlanta, GA 30339

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
Opening Items			
A. Record Attendance and Guests		Teri Williams	2 m
B. Call the Meeting to Order		Teri Williams	2 m
C. Approve Minutes	Approve Minutes	Teri Williams	2 m
Approve minutes for Governance Committee Meeting on June 15, 2023			
II. Committee Updates			4:36 PM
Governance			
A. DEI committee recruitment	Discuss	Teri Williams	20 m

	Purpose	Presenter	Time
B. Orientation	Discuss	Teri Williams	20 m
C. Onboarding	Discuss		5 m
D. Board recruitment pipeline	Discuss		5 m
E. Succession planning- leadership	Discuss		5 m
III. Other Business			5:31 PM
A. Next Steps			5 m
IV. Closing Items			5:36 PM
A. Adjourn Meeting	Vote	Teri Williams	1 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on June 15, 2023

APPROVED



The GLOBE Academy

Minutes

Governance Committee Meeting

Date and Time

Thursday June 15, 2023 at 11:00 AM

Location

meet.google.com/dcj-drsy-avq

Committee Members Present

C. Counts (remote), L. Wheeler (remote), T. Williams (remote)

Committee Members Absent

D. Reynolds

Guests Present

M. Hayes (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

T. Williams called a meeting of the Governance Committee of The GLOBE Academy to order on Thursday Jun 15, 2023 at 11:00 AM.

C. Approve Minutes

T. Williams made a motion to approve the minutes from Governance Committee Meeting on 04-20-23.

C. Counts seconded the motion.

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

II. Committee Updates

A. Onboarding

Discussed the items we will need to onboard the three new members.

- Orientation session- will be held in late July or early August- need to confirm with Drew
- Playbooks- need board members to complete by August 1
- Board Manual- should try to finalize by August 1
- We created an Important Documents folder that contains the following helpful assets:
 - Bylaws
 - Conflict of interest forms
 - Globe Calendar (need to update)
 - Brand and Style guide
 - Canvas Tips
 - How to create a meeting
 - Powerpoint template

B. Orientation

Discussed our Orientation deck. Decided the school campus tour should just be with at one campus (for time purpose)

- During orientation, new members will meet with school leadership, sign conflict of interest forms, get their board buddy assignment

Ideas for things we should add to orientation:

- Verbally highlight key takeaways (most important items)
- Talk more about board responsibilities and not the school itself (i.e. meeting cadence, how to prep for calls, etc.)
- Documents that need to go with the new members- little book of boards, swag: cups, pen, etc.
- Provide access to new email address, Board on Track
- Provide more of an opportunity to ask questions or to finish the deck
- Add appendix for items like: test scores, attendance rates, zip codes
- Board buddy follow up within the week of orientation

III. Other Business

A. Next Steps

- We will not have a governance committee meeting in July
- Remind members to fill out playbooks by August 1
- Ask board members who would like to be a board buddy
- Finish updating board manual

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:51 AM.

Respectfully Submitted,
T. Williams