

APPROVED



The GLOBE Academy

Minutes

Governance Committee Meeting

Date and Time

Thursday July 7, 2022 at 10:00 AM

Location

Join meeting <https://mckinsey.zoom.us/j/97239324786?pwd=TnFQWkF1bytaRzRmZTh2aERzV0d1UT09>

Passcode: 386164

Committee Members Present

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

Committee Members Absent

D. Reynolds

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 Jul 7, 2022 at 10:02 AM.

C. Approve Minutes

T. Williams made a motion to approve the minutes from Governance Committee Meeting on 05-12-22.

L. Wheeler seconded the motion.

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

II. Committee Updates

A. Whistleblower Policy

Discussed the development of a Whistleblower policy that will live on the GLOBE Academy website. The policy will encourage staff, volunteers, and community members to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported.

L. Wheeler discussed the items we should include in our policy, and best practices for supporting documents.

T. Williams will follow up with Drew and Christi to determine the reporting structure we'd like to use for this policy and L. Wheeler will work on a draft that can be shared with the Board.

B. 30/60/90 Day Onboarding Questionnaire

We are seeking input from Board chairs into what new Board members should know within their first 30/60/90 days of starting their position. We are going to develop a questionnaire for each Board chair to fill out so we can gather this information.

We discussed the types of questions we should include in our questionnaire. They include: Name, brief description of your committee, how many committee members, how often do you meet, name/contact info of members on your committee, faculty contacts associated with your committee, important documents or links, key action items for your committee ongoing, key actions items recurring, point to cheat sheet, anything specific to your committee that wasn't included in the board manual, checklist for committee chair- what to cover in that discussion, what would have been most helpful right away, what would you like to know about Globe and the committee interaction, how does this committee fold into the schools, what are you responsible for verses PTCC.

T. Williams will draft the questionnaire and share with Drew and Christi. Upon review, T. Williams will send the questionnaire with Board members.

After receiving questionnaire, we will create a document for each committee detailing these insights and they will live in a folder in our Google Drive.

C. Board Manual

We are creating a board manual that will live on Google Drive. The manual will include information on board members, committees, calendar, school information and documents (and point board members to links where they can find resources). We discussed the documents, files, cheat sheets we would like to see included in the manual and where the existing information lives and who we should reach out to.

L. Wheeler will follow up with Christi and Kevin to get information on the org chart and create faculty contact list. T. Williams will pull together a list of assets from Board on Track and in the Google Drive to piece together the elements of the manual and turn it into a PDF.

III. 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 10:38 AM.

Respectfully Submitted,
T. Williams