

APPROVED



# The GLOBE Academy

## Minutes

### Governance Committee Meeting

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#### Date and Time

Thursday March 9, 2023 at 10:00 AM

#### Location

[meet.google.com/cew-exbv-dwy](https://meet.google.com/cew-exbv-dwy)

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#### Committee Members Present

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

#### Committee Members Absent

*None*

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### 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 Mar 9, 2023 at 10:03 AM.

#### C. Approve Minutes

T. Williams made a motion to approve the minutes from Governance Committee Meeting on 02-16-23.

D. Reynolds seconded the motion.

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

## II. Committee Updates

### A. Recruitment process

Discussed suggested recruitment pipeline.

- Initial email response to interested candidates where we share information about the school and expectations about board service. (digital pamphlet and information about committees seeking volunteers)
- Meeting with the school leader and taking a school tour
- 1st round: Candidate interviews with small committee: Drew, Christy, Teri, current board chair
- 2nd round: Candidate meet-and-greet with remaining Board members

Decided board recruitment window will run from March 1-April 30 every year. Interviews and school tours will be held in May and the board will vote on new members in June. The voting process will be held offline. Orientation will be held in July or August.

### B. Onboarding

Orientation sessions will be held in July or August for new members. They will receive and review the orientation deck (updates to data will come from Drew), they will tour both campuses (upper and lower), sign conflict of interest forms/board member agreement, and be assigned to a mentor/board buddy.

Assigned mentor will be part of a different committee and will create a cadence of when to meet. We created a list of mentor/mentee talking points as thought starters.

We are also working on updating the board manual. Several members of the committee are covering different sections.

### C. Playbooks

We are working on a playbook template for all board chairs to create by June so new members have a foundation about what is happening on their committees.

Items to include:

- Introduction (what does your committee do)
- Who is on committee? Contact information
- Action items
- Three things you do every year
  - Scheduling (when you need to devote time to certain events)
- When are committee/board meetings and what are you expected to attend

### **III. Other Business**

#### **A. Next Steps**

- Review candidates and prep board on selection process (April meeting)
- Finalize template for playbook to share out with board chairs and request they complete them by June
- Finalize copy for 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 10:56 AM.

Respectfully Submitted,  
T. Williams