

APPROVED



# The GLOBE Academy

## Minutes

### Governance Committee Meeting

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#### Date and Time

Thursday June 15, 2023 at 11:00 AM

#### Location

[meet.google.com/dcj-drsy-avq](https://meet.google.com/dcj-drsy-avq)

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#### Committee Members Present

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

#### Committee Members Absent

D. Reynolds

#### Guests Present

M. Hayes (remote)

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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 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