

APPROVED



# The GLOBE Academy

## Minutes

### Governance Committee Meeting

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#### Date and Time

Sunday September 24, 2023 at 4:30 PM

#### Location

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

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#### Committee Members Present

J. Clark, L. Wheeler, T. Williams

#### Committee Members Absent

C. Counts, D. Reynolds

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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 Sunday Sep 24, 2023 at 4:30 PM.

##### C. Approve Minutes

T. Williams made a motion to approve the minutes from Governance Committee Meeting on 06-15-23.

L. Wheeler seconded the motion.

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

## II. Committee Updates

### A. DEI committee recruitment

- Reviewed the wording for [job posting](#) for DEI position on LinkedIn
- Discussed posting the position internally in newsletter and on LinkedIn and GLOBE Facebook until Oct 13th
- Discussed the creation of a candidate review committee who will meet to choose top candidates, conduct interviews, and put forth their top candidate for a meet-and-greet in late October
- New member will be voted in at the November meeting

### B. Orientation

Reviewed Orientation deck. And discussed what the new board direction orientation would look like:

- 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

### C. Onboarding

What assets do we need to have to onboard new members:

- Orientation session
- Playbooks- continued progress
- Board Manual- continued progress
- Important Documents folder
  - Bylaws
  - Conflict of interest forms
  - Globe Calendar (need to update)
  - Brand and Style guide
  - Canvas Tips
  - How to create a meeting

- [Powerpoint template](#)

#### **D. Board recruitment pipeline**

Feb: Board member intent to return form

March: Recruitment begins

April: Interviews

June: New members are presented at board meeting

August: Orientation

#### **E. Succession planning- leadership**

- Determine who is leaving and create process for members rolling off/interested board members who want leadership positions

### **III. Other Business**

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

- We will not have a governance committee meeting in October
- Remind members to fill out playbooks
- November- discussing grievance policy with attorney, need to develop process, library bill,
- 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 5:30 PM.

Respectfully Submitted,

T. Williams