

APPROVED



The GLOBE Academy

Minutes

Governance Committee Meeting

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

Committee Members Present

J. Clark, L. Wheeler, T. Williams

Committee Members Absent

C. Counts, 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 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