



Elgin Math & Science Academy

Governance

Committee Meeting

Date and Time

Tuesday May 9, 2023 at 6:30 PM CDT

Location

Zoom

<https://us06web.zoom.us/j/6308835013>

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Melanie Gibb	
C. Approve Minutes	Approve Minutes		1 m
	Identify who is responsible for posting minutes.		
	Approve minutes for Governance Meeting on March 14, 2023		
D. Governance Job Description	Vote	Melanie Gibb	2 m
II. Governance			6:34 PM

	Purpose	Presenter	Time
A. Board Succession	Vote	Melanie Gibb	10 m
<p>Board Nominations: Nomination of Sue Bennett to be an elected board member beginning FY 2024.</p> <p>Board Officers: Vice President: nomination for Sue Bennett for Vice President. Treasurer: ? Board Chair FY24: recommendation to retire the co-chair structure and move towards a single chair structure. Board Chair FY25: succession planning.</p>			
B. Bylaws Review	Vote	Melanie Gibb	20 m
<ul style="list-style-type: none"> • Final review in May for a proposed vote in June. • This section purpose is listed as "vote" in the case the committee agrees we are ready to move forward. 			
C. Board and Committee Job Descriptions	Discuss	Ron Manderschied	20 m
See updates attached.			
D. Calendar	Discuss	Melanie Gibb	5 m
Review in May for a vote in June			

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Regular Board Meetings 2023/24:

August 22
October 24
December 19
February 27
April 23 (Executive Session for Ex. Dir. Review)
June 25

Special Board Meetings 2023/24:

Board Retreat: September 22
Budget Workshop: May 14

E. Board Handbook	Discuss	Melanie Gibb	5 m
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	See google doc handbook outline. Finalized calendar and board/committee job descriptions will go here.		
F.	Board Meetings Posting of Minutes	Discuss	Melanie Gibb
	Clarification of existing responsibility and publications moving forward.		2 m
G.	Website Public Portal	Discuss	Melanie Gibb
	The website will be viewed and suggestions can be made if there are concerns about ease of use for the public.		5 m
III.	Other Business		7:41 PM
A.	OMA	Discuss	
	What are we doing in terms of board meetings? Kerry mentioned that she attended a OMA conference/training, can she prepare a handout to share with the board?		2 m
IV.	Closing Items		7:43 PM
A.	Adjourn Meeting	Vote	