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**CircleCity**PREP

Circle City Prep

## Minutes

CCP - Governance Committee meeting

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### Date and Time

Thursday November 21, 2019 at 9:00 AM

### Location

Gavel | 902 Virginia Ave, Suite 102, Indianapolis IN

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Through excellence in academic instruction and character development, **Circle City Preparatory Charter School** ensures all K-8 students are ambitious, powerful learners and responsible, positive leaders on the path to college and a life of opportunity.

For questions, please contact Mandy Parris, **Circle City Prep** Board Chair:  
mamwalte@yahoo.com.

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### Committee Members Present

D. Tolliver, M. Parris, S. Chang

### Committee Members Absent

*None*

### Guests Present

M. Murphy

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## I. Opening Items

### A. Record Attendance and Guests

### B.

### **Call the Meeting to Order**

S. Chang called a meeting of the Governance Committee of Circle City Prep to order on Thursday Nov 21, 2019 at 9:00 AM.

### **C. Approve Minutes**

## **II. Governance Committee Agenda**

### **A. Review bylaws, committee structures, and procedures**

- Reviewed proposed edits and updates to bylaws
- Megan to track changes and share revisions with board for approval at next board meeting

### **B. Review Board on Track Board Evaluation Results**

- Based on BOT board evaluation results and suggested priority areas, the governance committee recommends the following action items/goals for each respective committee:
  - Governance Committee:
    - Create a three year pipeline for board recruitment with targeted focus areas based on boards current skill set and diversity needs
    - Create a strategic yearly meeting plan that outlines every meeting, event, and task associated with each event
    - Develop a succession plan
  - Finance Committee:
    - Create and facilitate a "Finance 101" session
  - Development Committee:
    - Revise and share the CCP strategic fundraising plan
    - Create and facilitate a "Fundraising 101" session with support from outside partners

## **III. 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 10:30 AM.

Respectfully Submitted,

S. Chang

D. Tolliver made a motion to adjourn the meeting.

M. Parris seconded the motion.

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