APPROVED

# Excel Academy Massachusetts

# Minutes

## Board of Trustees

Governance & Nominating Committee Meeting

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**Date and Time**
Thursday May 30, 2024 at 9:00 AM

**Location**
Microsoft Teams
Join the meeting now
Meeting ID: 297 967 801 767
Passcode: syaiMk

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Meeting Notice Posted Publicly: 5/28/24

**Please note: All items listed on the agenda are subject to a possible vote by the Board of Trustees or its subcommittees.**

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**Committee Members Present**
D. Sachs (remote), M. Colaylat (remote), P. Klein (remote)

**Committee Members Absent**
*None*

**Guests Present**
A. Kaynor (remote), O. Stearns (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

P. Klein called a meeting of the Governance & Nominating Committee of Excel Academy Massachusetts to order on Thursday May 30, 2024 at 9:07 AM.

### C. Public Comment

No members of the public provided comment at this meeting.

### D. Approve Minutes from 12.7.23

D. Sachs made a motion to approve the minutes from the 12.7.23 Governance & Nominating Committee meeting.
M. Colaylat seconded the motion.
The committee **VOTED** unanimously to approve the motion.

## II. Governance & Nominating

### A. Update on Board Goals

A. Kaynor presented an update on the Board's SY23-24 goals and the work of the Governance & Nominating Committee.

D. Sachs led an inter-Board working group with Liza Cariaga-Lo from the Excel RI Board, M. Colaylat, and members of staff to update and streamline new Board member onboarding and orientation materials and processes. There is more work we would like to do and look forward to having the support of our new Director of Communications in the next phase of updates, but we are in a much stronger position now.

Since the last meeting, we have also implemented a new board management software, BoardOnTrack. The software is already providing to be very helpful in organizing and managing meeting documentation. We would like to do more with the software next year, with a focus on two areas for improvement:

- Drive fuller adoption and use of the platform by Board members next year as a standard way of accessing and engaging with meeting materials
- Utilize the skills and demographics survey to better inform future Board recruitment priorities

M. Colaylat offered to work with A. Kaynor on the next phase of implementing the new software.

### B.

**Discuss membership recruitment priorities for SY24-25**

A. Kaynor updated the Committee on the outcomes of 1:1 meetings conducted by A. Kaynor and O. Stearns with each of Excel's Board members across the three Boards (approx. 30 Board members total). The meetings were very productive and a helpful interim method of soliciting Board member feedback. These conversations were also helpful in keeping top of mind some relatively near-term transitions to plan for, most notably that the Treasurer intends to conclude his service as planned at the end of his second term and has offered to work with the Committee to help recruit and train a successor Treasurer over the next two years.

P. Klein added that, while we are in a strong place in terms of current membership, we need to do more work to develop our future Board membership pipeline. P. Klein would like for BoardOnTrack to be a tool for us in this next phase of work, so that we can do a more rigorous analysis of future Board composition and therefore membership pipeline needs.

## 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 9:30 AM.

Respectfully Submitted,
P. Klein

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**Documents used during the meeting**

- 12.7.23 Governance & Nominating Committee Minutes.pdf

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