

APPROVED



## Butler Academy

# Minutes

## Governance Committee Meeting

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### **Date and Time**

Wednesday September 13, 2023 at 6:00 PM

### **Location**

Governance committee meeting

Wednesday, September 13 · 6:00 – 7:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/vqd-ffmh-wdr>

Or dial: (US) +1 641-954-4661 PIN: 964 061 307#

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### **Committee Members Present**

C. Forrest (remote), H. Hoilett-Frierson (remote), J. Shannon (remote), K. Flaherty (remote), M. Bunnell (remote)

### **Committee Members Absent**

*None*

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

M. Bunnell called a meeting of the Governance Committee of Butler Academy to order on Wednesday Sep 13, 2023 at 6:00 PM.

## **II. Governance**

### **A. Discuss role of the committee**

Per Board on Track, the role of the Governance committee includes:

Get new members on board and adding value to the organization as soon as possible.

Ensure committees are adding value to the organization.

Come up with policies and a board hand book.

Constantly be recruiting new members.

### **B. Goals for 2023-2024**

1. Begin a succession plan for the school president

2. Develop a board handbook

3. Identify members who might be interested in executive seats

4. Encourage 100% board members and committees to use BOT to use resources such as training materials, calendars, evaluation tools and assessments.

Will begin drafts in the board google drive to begin procedures for succession planning and a board handbook.

Plan to have standing Governance committee meetings every 1st Wednesday of the month that can be waived if needed.

## **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 6:30 PM.

Respectfully Submitted,  
M. Bunnell