



Contra Costa School of Performing Arts

Governance Committee

Regular Meeting

Date and Time

Monday September 13, 2021 at 3:00 PM PDT

Location

Meeting ID

meet.google.com/xwj-fwbs-chk

Phone Numbers

(US)+1 [585-491-8348](tel:5854918348)

PIN: 555 986 933#

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
Opening Items			
A. Record Attendance		Heather Vega	1 m
B. Call the Meeting to Order		Heather Vega	1 m
C. Approve Minutes	Approve Minutes	Heather Vega	1 m
Approve minutes for Governance Committee Meeting on June 1, 2021			
D. Agenda Review and Adoption	Vote	Heather Vega	4 m

	Purpose	Presenter	Time
The Committee will review the agenda and adopt as presented or take action to change the order of items.			

II. Public Comment 3:07 PM

- | | | | |
|----------------------------|-----|--------------|-----|
| A. Items on the Agenda | | Heather Vega | 5 m |
| B. Items Not on the Agenda | FYI | Heather Vega | 5 m |

III. Governance 3:17 PM

- | | | | |
|---------------------------|---------|--------------|------|
| A. Board Retreat Planning | Discuss | Heather Vega | 20 m |
|---------------------------|---------|--------------|------|

The Committee will discuss and plan the 2021-2022 Board Retreat.

- | | | | |
|-----------------------------|---------|--------------|------|
| B. Board Member Recruitment | Discuss | Heather Vega | 15 m |
|-----------------------------|---------|--------------|------|

The Committee will discuss Board Member Recruitment.

IV. Other Business 3:52 PM

- | | | | |
|-------------------|-----|--|-----|
| A. Other Business | FYI | | 5 m |
|-------------------|-----|--|-----|
- The Committee will make announcements, updates, or report on other Governance Committee business, if any.

V. Closing Items 3:57 PM

- | | | | |
|--------------------|------|--------------|-----|
| A. Adjourn Meeting | Vote | Heather Vega | 2 m |
|--------------------|------|--------------|-----|

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on June 1, 2021



Contra Costa School of Performing Arts

Minutes

Governance Committee Meeting

Date and Time

Tuesday June 1, 2021 at 4:00 PM

Location

Meeting ID

meet.google.com/ryr-fnyw-fcr

Phone Numbers

(US)+1 443-499-3274

PIN: 280 460 793#

Committee Members Present

H. Vega (remote), N. McChesney (remote)

Committee Members Absent

None

Guests Present

J. Flaner (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

H. Vega called a meeting of the Governance Committee of Contra Costa School of Performing Arts to order on Tuesday Jun 1, 2021 at 4:05 PM.

C. Approve Minutes

H. Vega made a motion to approve the minutes from Governance Committee Meeting on 04-27-21.

N. McChesney seconded the motion.

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

Roll Call

H. Vega Aye
N. McChesney Aye

D. Agenda Review and Adoption

H. Vega made a motion to adopt the agenda as presented.
N. McChesney seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

H. Vega Aye
N. McChesney Aye

II. Public Comment

A. Items on the Agenda

None.

B. Items Not on the Agenda

None.

III. Governance

A. Governance Calendar/Tracker Review

The Committee reviewed and discussed their progress in developing a Governance Calendar/Tracker. The tracker will be used to monitor and assist in maintaining board-wide adherence to governance requirements, assist the Executive Director in creating an annual board and committee calendar, identify ongoing training needs, track board term expirations and committee membership. The tracker establishes a baseline for the Committee going forward. Updates to the tracker will be ongoing.

B. Board Retreat Planning

The Committee discussed potential plans for a Board Retreat this summer. Discussed at length were suggestions on when to hold the retreat, developing retreat goals, identifying annual training/compliance/other requirements, and encouraging attendance. Further work by this Committee to gain consensus on a date to hold the retreat continues.

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 4:38 PM.

Respectfully Submitted,
H. Vega