Board of Directors

August Meeting Agenda

MINUTES

**Date:** August 12, 2019 **Time:** 5:00 - 7:00 pm

**Location:** 1035 Calhoun St., First Floor Garden Room

 Call-in Information, If Needed: (712) 451-0619; 429712#

**Meeting Objectives**

At the end of this meeting the board will have:

* Approved our budget for Fiscal Year 2020
* Approved new board members
* Selected a date and discussed topics for annual board retreat
* Approved CEO job description

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| ***Time*** | ***Topics & Discussion Framing*** | ***Anticipated Action*** | ***Discussion Lead*** |
| 5 mins | Welcome, & Agenda Review*Attendees: Bill, Liz, Karina, Kelly, Nandi, Angela* *Phone: Gina**Absent: Charles, Paulette* | N/A | Chair |
|  |  |  |  |
| 5 mins | Approve Board Minutes from May Board Meeting* Recap meeting
* Ensure this agenda addresses next steps

*Fix date from March to May and move Angela from Absent to Attendee; Liz was Absent; Kate was Attendee* | Approve minutes*Karina moves; Nandi seconds; motion passes* | Chair |
|  |  |  |  |
| 10 mins | Organizational Updates* Data from SY 2019-20
* Expansion updates

*Liz reviewed PPT entitled “Outcome Data”**Liz reviewed Org Charts past and future**High school is in process for opening* | Receive updates | CEO |
|  |  |  |  |
| 45 mins | Finance* 4SS Access to Online Statements
* June 2019 Financial Report
* Auditor Selection
* Partner School Contract Revisions
* Contract approvals
* FY 2020 Budget

*Gina motions to approve Business Credit Card Resolution for 4SS - Karina seconds- motion carries**Received updates on auditor and partner school contract revisions** *NOCCA Institute Culinary Operations, LLC contract*
	+ *Gina motions to approve contracts - Nandi seconds - motion carries*
* *Seton Building Lease*
	+ *Gina motions to approve contracts - Bill seconds - motion carries*

*Last page of budget is rolled up budget - need to make changes for insurance and missing positions. Gina motions to approve FY 2020 budget - Angela seconds - motion carries* | *Approved 4SS access to online credit card statements**Approved contracts for FY2020**Approved FY 2020 budget* | Director of Finance, 4SS |
|  |  |  |  |
| 30 mins | Governance Committee* New Board Members (Proposed)
* Board Retreat
	+ Schedule
	+ Agenda Items

*Aimee - Angela motions, Nandi seconds, motion passes**Robert - Nandi motions, Angela seconds, motion passes**Adam - Angela motions, Nandi seconds, motion passes**Possible retreat dates: Sept. 7, 8, or 9* | *Approved proposed board members*Schedule board retreat: Sunday, September 8th or Monday, September 9th Agenda: team building, officers/ committees; expansion/ next steps | Governance Committee |
|  |  |  |  |
| 15 mins | CEO Job Description*Changes made - defer approval to next board meeting* | Approve CEO job description | Chair |
|  |  |  |  |
| 10 mins | Closing & Action Items*Kelly motions, Karina seconds, motion passes* | Ensure all board members have clarity on next steps and action items | Chair |
|  |  |  |  |