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 |
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| 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 |
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| 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 |
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| 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 |
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| 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 |
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| 15 mins | CEO Job Description  *Changes made - defer approval to next board meeting* | Approve CEO job description | Chair |
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| 10 mins | Closing & Action Items  *Kelly motions, Karina seconds, motion passes* | Ensure all board members have clarity on next steps and action items | Chair |
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