

**MINUTES OF THE MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
NOMINATING COMMITTEE  
May 25, 2023**



These minutes are for informational purposes only.

**PRESENT:** Asikainen, Samantha; Higgins, Ed; Larrow, Jeff; Rich, Matt; Sandford, Chris; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Cording, Leisl  
**GUESTS:** Heather Munroe

**1. Call to Order**

The meeting was called to order by Co-Chairman Rich at 6:32 p.m.

**2. Community Participation – None.**

**3. Secretary's Report—Minutes of February 8, 2023**

**MOTION:** (Higgins/Larrow) To approve the minutes of February 8, 2023, as presented.  
Unanimous

**4. Interview Potential Candidate for the Board of Trustees**

The committee welcomed Heather Munroe '87 as a possible Trustee of the Corporation. Questions were asked and answered during her interview, and the group invited her to attend the Board's regular meeting in June.

**MOTION:** (Higgins/Larrow) To recommend Heather Munroe '87 as a Trustee of the Corporation for a six-year term to begin at the Annual Meeting in August 2023.  
Unanimous

**5. Discuss Vacancies /Appointments in 2023-2024**

Co-Chairs Rich and Higgins spoke to the officers of the Board, and the current slate of officers all indicated they wanted to continue in their roles. Discussion ensued about what the 2024-2025 slate might look like, and it was agreed to leave the assistant secretary position vacant for now.

**MOTION:** (Asikainen/Larrow) To continue with the current slate of officers in 2023-2024.

President: Mrs. Christine Swenson

Vice-President: Mr. Edwin Higgins, Esq.

Treasurer: Mr. Hans Rhyhart '89

Asst. Treasurer: Dr. Walter McGinn

Secretary: Mrs. Philippa Paquette

All voted Yes except Ed Higgins, who abstained. Motion passes.

**6. Onboarding Process Discussion**

Beyond the administration offering broad information packets, key fobs, and campus tours to new trustees, discussion included the need for a Board member to pick up the "David Teed" role of providing mentoring, background information, and general support to new board members. The group appreciated the full campus tour offered to the entire board at a past meeting and when they learned more information about individual trustees at a previous Board Retreat. These concepts would be great to experience again. Trustees will be asked to step forward to help with mentoring/onboarding as part of the Nominating Committee Report section of the Annual Meeting.

**7. Consider Recruitment Strategy**

Head of School Sandford shared a demographics chart that mapped data from current trustees as a way to identify the types of qualities and backgrounds to consider in the search for future Board members—the goal being to build a well-rounded Board. The grid was based on an NAIS concept. Examples of mapped qualities included age group, gender, occupation, geographic location, alumni status, and whether the Trustee has a student currently attending The Academy. The group planned to continue reviewing the information and use the takeaways in future recruitment efforts.

### **8. BOT Application Follow Up**

In the opinion of the group, the new application format used with Heather Munroe was an improvement.

### **9. Next Meeting: Monday, August 7 at 6:30 p.m.**

Since it was no longer needed, the group agreed to cancel the meeting scheduled for Monday, August 7.

### **10. Other**

- Julie was asked to send a BOT application to Leisl to share so this BOT candidate could be considered at a future meeting.
- Nominating Committee Co-Chair Rich plans to email a meeting follow-up to Heather Munroe and hopes to assign a mentor to her during the annual meeting.
- It was decided to delay another BOT interests survey until the 2023-2024 school year.

### **11. Adjournment**

**MOTION:** (Higgins/Asikainen) To adjourn the meeting at 7:21 p.m.  
Unanimous

Respectfully submitted,

*Julie Woodland*

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Board Clerk

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*