

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
July 21, 2021



These minutes are for
informational purposes only.

PRESENT: Higgins, Ed; Kelly, Paul (6:12); Larrow, Jeff (6:10); Livernois, Jay; McGinn, Walter; Quinn, Eric; Sandford, Chris; Singleton, Holly; Woodland, Julie

1. Call to Order

The meeting was called to order by Vice Chairman Higgins at 6:02 p.m.

2. Community Participation – None.

3. Secretary's Report—Minutes of June 24, 2021

MOTION: (McGinn/Higgins) To approve the minutes of June 24, 2021. All voted Yes except Quinn and Livernois, who abstained. Motion passes.

4. Discuss Committee Charter

The group asked Head of School Sandford to provide a proposed charter for consideration at the next meeting.

5. Discuss Board Self-Evaluation and Proposed Action Items

Nominating Committee Chair Paul Kelly was asked to describe the history of the Nominating Committee. Qualities desirable trustees shared included a commitment to the mission of The Academy, the ability to collaborate with other Board members, strong work experience that contributes to the overall strength of the Board, and good relationships in the surrounding community. The uniqueness of the Academy makes it difficult to compare its governance to traditional independent school models. It was agreed that more Trustees need to participate in recommending potential new members.

Based on the size of the Board and the value it places on institutional knowledge, it was unanimously agreed to not entertain discussion about term limits for trustees or officers at this time.

The committee used the minutes from the last meeting as a basis for discussion about how best to organize the Board Retreat in September. It was generally agreed by those present to include the following items in the Retreat itinerary and/or for action.

1. Social Hour will be held from 6:00-7:00 p.m.
2. Offer a walking tour of South Campus from 6:30-7:00 p.m. which features visuals of newly improved facilities and/or new programs for interested trustees.
3. Begin the Retreat at 7:00 p.m. with a “reintroduction of Trustees” activity to be performed in pairs. Trustees will ask each other a list of questions and report their findings back to the larger group. This information could be used to complete a chart which maps out qualities that trustees currently fill. Gaps could represent vacancy opportunities.
4. Possible Topic for Broad Discussion
Orientation and Team Building
 - Beyond the roles and responsibilities of Board members, what else should the orientation process focus on?
 - How can the Nominating Committee best build a stable of potential candidates from a wide geographic area?
 - How can the energy and participation of actively engaged Board members translate into succession planning?

5. Small group discussion will focus on generating ideas to improve the orientation process for new Board members.

6. Possible Topic for Broad Discussion

Recruitment

- Paul Kelly can describe the history of how BOT candidates have been found. While sometimes “the right people come forward at the right time,” how can we reach new members who bring with them diversity of geography, profession, ethnicity, educational background, or alumni status? How do we define, maintain, and grow the composition of the Board?
- Currently, the administration helps recruit for the Board. What qualities is the Board looking for in future candidates?

7. Offer coffee and dessert at the end of the meeting.

Other

- Administration will coordinate completion of a Trustee questionnaire which will be used to create brief biographies and possibly include pictures of Board members to be posted on the website for general community awareness.
- For the February Retreat, consider asking students to provide presentations about what changes they would like to see happening at school.
- Head of School Sandford was asked to bring a proposed itinerary for the retreat.
- It was agreed to hold the next meeting on Tuesday, August 10 at 6:00 p.m. in the Barbara Child Conference Room.

6. **Other** – None.

7. Adjournment

MOTION: (Larrow/McGinn) To adjourn the meeting at 6:57 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.