

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
August 10, 2021**



These minutes are for
informational purposes only.

PRESENT: Bentley, Cary; Higgins, Ed; Larrow, Jeff; Livernois, Jay; McGinn, Walter; Sandford, Chris; Woodland, Julie

1. Call to Order

The meeting was called to order by Vice Chairman Higgins at 6:00 p.m.

2. Community Participation – None.

3. Secretary's Report—Minutes of July 21, 2021

MOTION: (Larrow/Bentley) To approve the minutes of July 21, 2021.
Unanimous

4. Discuss Committee Charter

The Committee discussed the draft charter and agreed to move it forward to the Annual Meeting to be approved with the other committee charters.

5. Discuss Board Retreat

Discussion included the following notes:

- Ed Higgins will craft a letter to Board members explaining the upcoming Board Retreat. Several articles for Board members to read will be attached to the email. Articles will be referenced during discussion sections. His email will be sent one week ahead of the meeting.
- Ed Higgins will speak at the beginning of the retreat and help transition meeting sections.
- In the first section of the Retreat from 6:30 – 7:15 p.m.—the *Reintroduction of Trustees*, Trustees will be randomly paired off to gather answers about “getting to know you” questions. Board members will share information about their partner to the larger group. Prizes may be offered to interviewers who gather the most information. Ed Higgins agreed to generate a list of questions for the Governance Committee to consider.
- In the second section of the Retreat, from 7:15 – 8:00 p.m., the full Board will explore *What are We Looking for in New Board Members?* Ed Higgins will facilitate group discussion using a white board or an overhead screen. Paul Kelly will share the recent history and present functions of the Nominating Committee.
- In the third section from 8:00 – 8:45 p.m.—*What Should Board Orientation Look Like?*, the full Board will be divided into five groups of four individuals who will generate ideas and suggestions about Board member recruitment and orientation. Responses will be recorded on flip charts and shared with the greater group.
- Beyond the written materials, fobs, campus tours, lunch, etc. an objective of the administrative team is for a Trustee to take the lead in the orientation of new members. This Trustee's responsibilities might include assigning a Trustee mentor, providing a verbal summary about current Board issues, or performing an annual Trustee review.

6. Other – None.

7. Adjournment

MOTION: (McGinn/Livernois) To adjourn the meeting at 6:33 p.m.
Unanimous

Respectfully submitted,

Julie Woodland

Julie Woodland
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.