

**Governing Board Retreat - Minutes**  
**Saturday, July 28, 2018**  
**8:30 a.m. to 5:00 p.m.**

**Create Academy**  
**2645 North 24<sup>th</sup> Street**  
**Phoenix, Arizona 85008**

8:30am

Called to order: 8:39am

Members present: J. Jackson, V. Sidy, J. Pinholster, A. Pinholster

Members absent: R. Sager (excused)

Staff present: K. Horn

8:40am-9:40am

- Icebreaker
- Chair update on agenda for day, use of consultants
- Self-assessment and open discussion regarding board priorities
- Discussion standards and possible dysfunctions for board practice

9:40am-10:45am

- Open meeting law – all members to review video before next monthly meeting
- Robert's rules of order – discussion of usefulness of full application
  - Informal agreement on components of Robert's rules for use in meetings
- Creating go forward standards for Create Governing Board meetings
  - Agenda development processes
  - Discussion of priorities for board meetings
  - Standard timeline for committees, agenda development and distribution
    - Committees meet +10 days out from regular meetings
    - Items for agenda solicited at 10 days out
    - Agendas distributed at 7 days prior
  - Start with annual calendar including committee meetings
  - Specify specific regular meetings for specific tasks (e.g. onboarding)
- Onboarding new board members
  - J. Pinholster to assemble draft board manual for revision and later adoption
  - Develop specific regular meetings for onboarding activities
  - Use of honorary and volunteer members as board development activities
  - Priorities and tactics for board development

11:00am-11:10am     BREAK

11:10am-1:00pm

- Governing board commitments
  - Discussion of draft letter of commitment
- New board committee structure
  - Discussion of alignment of committees to new meeting schedules
  - Continue as agenda item for next meeting
- Governing ourselves & bylaws review
  - Presentation by J. Pinholster on by-laws revision, suggested changes
- BoardOnTrack presentation

- Presentation by BoardOnTrack via GoToMeeting
- Discussion of alternative tools for digital collaboration/coordination
- Review/establish board calendar – discussion
  - Discussion of annually recurring events and processes
  - Calendar for review and approval processes

1:30pm-2:15pm

LUNCH

2:15pm-4:00pm

- Strategic planning
  - Reviewing established strategic initiatives and discussion of discrete action steps
  - Establishing goals
  - Discussion of fall events and priorities
- CEO evaluation project
  - Review and discussion of draft timeline and processes
  - Discussion of evaluation by staff and wrapping into school culture survey

4:00pm-4:28pm

- Closing remarks / key take-a-ways
- Review facility construction progress
- Update on enrollment
- Feedback survey

4:29pm Adjourn (moved by J. Pinholster, seconded by V. Sidy, unanimous)