

2019–2020
University Laboratory School Governing Board
Board Development (Governance) Committee
MEETING MINUTES
Approved 8/6/2019

Link to Meeting or Meeting Location: <https://meet.google.com/mfb-ojha-oty>

Dial-in: (US) +1 316-789-6413, then PIN: 897 824 239#

Chair's contact information: Everett Ohta - everett.ohata@gmail.com

Date and time: Monday, July 22, 2019 at 1:00pm

Attendance: Everett Ohta, Melvina Nakao, Denise Yoshimori-Yamamoto

Meeting called to order at 1:02pm with all members present.

Topics for Discussion:

1. Revisions to Bylaws.
 - a. Fundraising → Academic Excellence Committee;
 - b. Board Development → Governance Committee;
 - c. Partnership Coordinating Council as standalone subsection; and
 - d. Other conforming changes.

The Committee reviewed the revised Board by-laws, with Everett making a minor correction to clarify the "Governance Committee, or subcommittee of the Governance Committee" would be responsible for general oversight of the elections process under Article IV.J . The Committee unanimously approved the revised Board by-laws, which will be sent to the Board for review prior to the 7/23/19 meeting.

2. Guidance for Committees: template for Committee description and responsibilities, timeline for revisions, presentation schedule for "one key thing" to the Governing Board.

Committee by-laws template reviewed and approved unanimously by the Committee for distribution to the Board.

Timeline: Committees shall update their respective committee by-laws using the template provided, including updating I. Purpose and II. Duties and Functions sections, then provide to the Board for review and approval at the August 2019 meeting.

One key thing presentation schedule: Governance Committee in August, Finance in Sept., HR in October, and Academic Excellence in November.

3. ULS enrollment exemption planning.

No update, but Everett will share the documents from prior legislative work that were made available from Keoni. Denise, thru the PCC, will request COE report on the state of the ULS partnership. Committee needs to do work to prepare for 2020 legislative session to extend enrollment exemption sunset or repeal sunset date.

4. Governance Committee meeting dates.

Committee will hold standing meetings two weeks after the monthly Board meeting on Tuesdays, Wednesdays, or Thursdays, depending on the Board meeting scheduling that will be decided on 7/23/19. This scheduling will provide enough time for the Committee to act after the Board meeting and will allow enough time for review/revising documents before sharing with the Board at its next meeting. Meetings will be held via conference call.

5. New Business.

Election of Board officers requires support by the Committee. Mel to prepare ballots in case of a contested election of an officer position, but voice vote to be held for uncontested officer elections.

To Do: Submit committee report and materials to Governing Board

Announcement/Reminders: none

Resources: none