

Board of Trustees Annual Meeting Minutes  
July 21, 2016

Date: July 21, 2016

Time: 9:00 am

Place: The Summit Preparatory School

Presiding: Anne Mason

Board Members Present: Alison Bauer, Max Buetow, Jeff Eiserman, Missy Gelner, Rob Gronniger, Anne Mason, Susan Miranti, Veronica Richardson, Mark Sharp

Board Members Absent: Angie Workman

Administrative Faculty: Kristin Walker (present for the 2nd half of the meeting)

**Meeting called to order at 9:03 am by Anne Mason**

Basic Board Training/Review - Anne Mason

- the role of a trustee
- standards of conduct
- oversight areas
- serving as a school fiduciary
- fiscal responsibilities
- individual conduct
- relationship with Head of School
- principles of good practice

Board Planning - Anne Mason

- Signing of Confidentiality Agreement, Conflict of Interest Agreement, and Trustee Commitment Statement
- Assembling of Board Notebooks for 16/17
- Calendaring of events i.e. Board and committee meetings, budget, faculty reviews etc.

**Break 10:45-11:00 am**

**Meeting called to order at 11:02 am by Anne Mason**

Parent Satisfaction Survey - Anne Mason

- The group noted a low response rate as opposed to last year's survey, and discussed ways to improve satisfaction based on the individual comments received.

**Working Lunch 11:30 am-1 pm** (Kristin joined the group for lunch and stayed the remainder of the day)

By-Laws Discussion - Anne Mason

- Make minor wording changes to the annual and monthly meeting sections to make them less specific. Anne will draft changes and present at the next Board meeting.  
Sec 3.3 Terms and Vacancies: Add language allowing the Nominating Committee to extend an offer to the immediate past president to serve an additional 1 year term (non-voting, including the Executive Committee) if their 3 year term is maxed out.  
Article XIII: Change the fiscal year to end 7/31.

Strategic Planning Draft/Discussion of Priorities, Tactics, and Goals - Max Buetow

Top Priority Areas

1. Drury Relationships
2. Marketing Plan
3. Facility Vision and Plan

The group discussed ways for the Board to support the Strategic Plan

**Jeff Eiserman moved to accept 3 goals from the Strategic Plan for Board focus and support, Alison Bauer seconded, the motion passed unanimously.**

At this point the group moved the meeting into regular Board business.

**Jeff Eiserman moved to approve the Minutes dated June 6, 2016, with the noted change that Jeff was in attendance. Max Buetow seconded as amended, the motion passed unanimously.**

Head of School Report - Rob Gronniger

SPO Report - Veronica Richardson

Nominating Committee Report - Max Buetow

The committee submitted the following names for consideration for the Executive Committee in FY 16/17.

- Anne Mason, President
- Alison Bauer, Vice-President
- Mark Sharp, Treasurer
- Melissa Gelner, Co-Secretary
- Susan Miranti, Co-Secretary

**Max Buetow made a motion to accept the slate of officers, Jeff Eiserman seconded, the motion passed unanimously.**

The Board discussed potential Board candidates. The Nominating Committee will make follow-up contacts.

Financial Report - Mark Sharp

- An audit proposal for fiscal year 15/16 will be presented at the next Board meeting.

**Missy Gelner moved to approve the Financial Report, Max Buetow seconded, the motion passed.**

**Mark Sharp moved to adjourn at 5:00 pm, seconded by Missy Gelner, the motion passed.**

Minutes submitted by Alison Bauer and Susan Miranti