



BOARD OF DIRECTORS GOVERNANCE COMMITTEE MEETING

**Merit School of Music
38 S. Peoria, Chicago, IL 60607**

Conference Line: 888-824-5783, passcode 47 254 033 then press #

WEDNESDAY, NOVEMBER 16, 2016

MINUTES

OPEN SESSION

5:42 P.M.

I. Opening Items

A. Record Attendance and Guests – Board Secretary

- Attendance:
 - Angela W. Richardson-Bryant – President, Present
 - LaShonda Milton – Secretary/Treasurer, Present
 - Seth Harkins, Member - Present
 - Austin Berg, Member - Present

- Guests:
 - Dr. Richard Lebron, Head of School
 - Farland Jenkins, Board Administrator
 - Sarah Berger, K12 – Present (Telephone)
 - Edward DePersis, K12 Finance
 - Allen Wall, Board Attorney

B. Call the Meeting to Order – Board President

II. Governance

A. Purpose and Scope of the Committee

- The last Committee meeting was FY 2014.
- The Committee can draft policies for the Board.
- Review governing documents.
- Meetings will be quarterly.
- Responsibilities include succession planning and recruitment.
- Annual review of 501(c)(3) status.
- Board member training presentations.
- The number of Committee members may be reduced to a minimum of 2.

- Review Board policies.

B. Board On Track Governance Coach Presentation

- Tabled.

C. Governance Documents

- Documents that should be uploaded into Board on Track:
 - Secretary of State documents
 - Audit reports.
 - Current lease
 - Fiscal policies
 - Employee handbook
 - Form 990 reports
 - Strategic Plan (The Committee would like a current Strategic Plan)
 - The documents can be uploaded within 2 weeks

III. New Business

- Meetings should be held quarterly on Wednesdays on Board meeting dates at 5:30 P.M.

IV. Closing Items

VOTE

- Motion to adjourn meeting – LaShonda Milton, Member.
- Second – Austin Berg, Member.
- Voice Vote - Unanimous Aye, Motion Carries.

6:01 P.M.

Prepared: by Farland Jenkins, Board Administrator

Respectfully Submitted:

Board Secretary