



**Thrival Indy Academy
November 2019 Board Meeting**

Date and Time: Wednesday November 20, 2019 at 5:00 PM EST

Location: Broad Ripple High School, 1115 Broad Ripple Avenue, Indianapolis, Indiana

1. Opening Items

- 1.1. Meeting called to order at 5:15 pm by Board Chair
- 1.2. **Board Members present:** Julius M. (Board Chair), Drew C. (Board Vice Chair), Meagan BK. (Past Chair), Roya P. (Board Member), Tyler A. (Board Member), Craig R. (Board Member), Serina M. (Board Member), Lauren B. (Community Liaison).

Board Members absent: Terri G. (Board Secretary), Blair H. (Board Treasurer).

Staff Present: India H. (Executive Director)

Guests & Community Members Present: Alexis Rivers (Institute for Study Abroad)

1.3. Adoption of the Agenda

Julius M, Board Chair, presented the agenda and requested review before approval. He also asked that II. B. (Financial Report) be removed due to Blair H. being absent. Motion from the floor to adopt the amended agenda by Tyler A., seconded by Drew C..

Aye: Unanimously approved.

Final Resolution: Motion carried.

1.4. Approval of October 2019 Meeting Minutes

Lauren B. requested that 2.3.3. (Community Engagement Committee second occurrence) be struck from the minutes. Motion from the floor to approve amended October 2019 meeting minutes by Drew C., seconded by Lauren B.

Aye: Unanimously approved.

Final Resolution: Motion carried.

1.5. Welcome & Introductions

Introductions given by guest present.

2. Reports

2.1. Executive Director

- 2.1.1. India shared report with IPS Partnership Update, Enrollment Updates, Financial Update, and HR Updates.
- 2.1.2. Our space in Arlington has been identified.
- 2.1.3. Showcase of Schools was a success.

- 2.1.4. SBA will increase, connected to increase in average FTE base pay
- 2.1.5. Craig still needs to submit background checks to India ASAP.
- 2.1.6. Six students have applied (One 1st Choice, one 2nd Choice, three 3rd Choice, and one 4th Choice). Goal is 35.
- 2.1.7. There is a flyer about Information Session. India asked that we all share it.
- 2.1.8. India is working to submit needs (new hire payroll and benefits, promotion, signage) to the MindTrust for grant monies.
- 2.1.9. We will have eight (8) staff positions, including Office Manager that was previously not included.
- 2.1.10. India will develop and post ELC job description for official application process filing and will develop and post office manager job description.
- 2.1.11. We need to decide on a date for fundraiser gala and identify possible venues, potential invitees (individuals and organizations), and potential sponsors. Craig to create and share a tracker for potential invitees and potential sponsors.

2.2. Committee Reports

2.2.1. Finance & Audit Committee

- 2.2.1.1. Met about three weeks ago via teleconference and discussed every item on finance pre-opening tracker and delegated tasks.
- 2.2.1.2. Finance and Audit Policy and Procedures Handbook is almost finalized; Julius and Blair hope to finish over weekend.
- 2.2.1.3. Internal financial controls will be completed by Blair by early February.
- 2.2.1.4. Meagan asked about taxes and Julius said he and Blair are meeting with Donovan CPA, who filed 990 extension paperwork, which was approved, and Donovan will have 990 finished by February.

2.2.2. Community Engagement Committee

- 2.2.2.1. Lauren H., Committee Chair, said committee has met multiple times since October board meeting to prepare for Showcase of Schools.
- 2.2.2.2. Showcase of Schools went well. Takeaways include sports and other programs offered by school were asked by attendees.
- 2.2.2.3. Talked at November 18th meeting that they will put together a factsheet entailing what programmatic activities outside of academics Thrival will offer.
- 2.2.2.4. Getting together with Brittany C. to brainstorm how to make our table appealing at various events and what model they want to create for the committee.
- 2.2.2.5. Discussed recruiting during last committee meeting and which schools to target in order to increase awareness of Thrival. This also included potentially having India present about Thrival on a webinar and which community locations to target in order to increase awareness of Thrival.

2.2.3. Fundraising and Development

- 2.2.3.1. Craig M., Committee Chair, shared that the one-pager is in the Shared Drive and under the “Support Us” tab on our website.
- 2.2.3.2. There is a development tracker in the Shared Drive and board members should contribute to it.
- 2.2.3.3. India asked that all board members share Thrival’s Support Us page on Giving Tuesday (December 2nd) and ask their networks to donate.

2.2.4. Governance

- 2.2.4.1. Roya P., Committee Chair, share that the committee met with multiple action items, including updating the bylaws and board expectations.

2.2.5. Academic Excellence

- 2.2.5.1. Drew C., Committee Chair, shared that the committee met on a call last night is working on one-pager highlighting results from 2018-19 Panorama surveys

3. Old Business

3.1. Board Retreat and Strategy Session

- 3.1.1. Julius shared the the board retreat will take place on Saturday, January 11th from 9:00am-1:00pm at Broad Ripple High School with The Mind Trust as a contingency plan and requested that all board members put this on their calendars.
- 3.1.2. This will include the first of three fundraising training sessions from the IPS Education Foundation.
- 3.1.3. Julius will send out agenda once it is finalized.
- 3.1.4. India shared that we are investing \$600 per attendee and asks that Thrival receive a return on its investment.

3.2. Board Meeting Time Change

- 3.2.1. Lauren H. made a motion that the board meeting start time moved from 5:00pm to 6:00pm, Tyler A. seconded.

Nay: Drew C. said it would be nice to leave by 7:00pm in order to see his child before bedtime.

Aye: All other attendees.

Final Resolution: Motion carried.

4. New Business

4.1. School Year Calendar 2020 - 2021

- 4.1.1. India shared the calendar to all in physical attendance and said for everyone to look at it and email her any questions prior to a vote, which is tabled to the next board meeting.

4.2. School Leader Evaluation Committee

- 4.2.1. The Governance Committee will look at the bylaws related to School Leader Evaluation and discuss any potential changes.

4.3. Board Member Time Commitments & Reorganization

- 4.3.1. India raised that she has received professional feedback that the optimal number of board members is nine (9) instead of eleven (11) in order to have a highly effective board.
- 4.3.2. India also raised that having half of the attendees only attending virtually makes it harder to engage and have efficient meetings.
- 4.3.3. Drew C. raised that non-voting individuals can still attend every meeting and provide input and feedback and contribute to the success of Thrival Indy.
- 4.3.4. India said Brittany was with her in D.C. and talking to venture capitalists.
- 4.3.5. Roya P. said that any changes will be included in the updated bylaws.

5. Other Business

NONE

6. Closing Items

6.1. Action Items

- 6.1.1. Identify possible venues, potential invitees (individuals and organizations), and potential sponsors for Thrival's fundraising gala.
- 6.1.2. Make a post on Giving Tuesday (December 2nd) on your personal social page linking to Thrival Indy's Support Us page asking your social networks to donate
- 6.1.3. Bylaws and Articles of Incorporation must be updated and submitted to IPS end of December (Governance).
- 6.1.4. School Leader evaluation matrices must be determined and submitted to IPS by end of December (Executive).
- 6.1.5. Contribute to the Development Tracker on the Shared Drive
- 6.1.6. Put Board Retreat on your calendars - Saturday, January 11th from 9:00am-1:00pm at Broad Ripple High School (with The Mind Trust as a contingency plan).

6.2. 2019 Board Meeting Dates

- 6.2.1. December 18, 2019 AT 6:00PM ET.

7. Adjournment

- 7.1. Drew C. adjourned the meeting – 6:44 pm