

The Center for Creativity, Innovation and Discovery Governing Board Meeting Minutes

Thursday, September 27, 2018, CCID Bistro

Governing Board Members in Attendance:

Missy Shunn-Mitchell, Board Chair

Theo Anderson, Board Member

Candice Hansen, Board Member

Brad Hess, Board Member

Erinn James, Board Member

Lynda Stauffer, Board Member

Brett Tanner, Board Member

Additional Attendees:

Laura Banda, Executive Director

Jeff Beisinger, Business Manager

Erin Preston, Legal Counsel

Item	Action
Welcome and Roll Call by Missy Shunn-Mitchell at 6:06 PM	No
Review of Minutes • <u>Board Minutes 8-7-18</u> • <u>Board Minutes 8-21-18</u> Motion to approve the Board Meeting Minutes from August 7, 2018 and August 21, 2018. M/S Theo Anderson / Erinn James Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion approved	Yes
No Public comment at this time	No
Reports • Financial Report presented by Jeff Beisinger from Red Apple • <u>CCID PTO Report</u> presented by Laura Kohler, PTO Co-chair • <u>Executive Director Report</u> presented by Laura Banda	No No No
Board Business Review of Edited <u>Bylaws</u> Discussion of Edited Bylaws lead by Missy Shunn-Mitchell and Erin Preston, including entire Governing Board. Motion to approve the Edited bylaws, pending Erin Preston's edits for the next meeting. M/S Candice Hansen / Lynda Stauffer	Yes

Roll Call Vote Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Brett Tanner, Lynda Stauffer Motion Carries Governing Board Discussion of <u>Organizational Structure of Governing Body</u> Discussion includes nominations of Chair, Vice Chair and Treasurer Motion for Melissa Shunn-Mitchell to be Governing Board Chair M/S Erinn James / Theo Anderson Roll Call Vote Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion Carries Motion for Candice Hansen to be Governing Board Vice-Chair M/S Theo Anderson / Missy Shunn-Mitchell Roll Call Vote Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion Carries Motion for Brad Hess to be Governing Board Treasurer M/S Erinn James / Theo Anderson Roll Call Vote Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion Carries <u>Review of Conflict of Interest Form/Policy</u> Governing Board discussed Conflict of Interest form and need for all members to execute and complete. Review of <u>Board Job Description</u> No motion item discussed and included within Edited Bylaws and associated motion. Discussion of <u>Board committees</u> Discussion regarding Finance committee and members Motion to have Brad Hess as Finance Committee Chair, and Brett Tanner, Laura Banda and Candice Hansen as Finance Committee Members. M/S Erinn James/Theo Anderson Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion Carries	Yes Yes Yes No Yes Yes
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Revise Board recruitment process No motion item discussed and included within Edited Bylaws and associated motion.	Yes
CCID Board Meeting Schedule Discussion of Governing Board Meeting Schedule Motion to accept the proposed Board Meeting Schedule for 2018 M/S Theo Anderson/Erinn James Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner, Motion Carries	Yes
Consent Agenda • <u>CCID Early Literacy Plan</u> • <u>R277-108 Annual Assurance of Compliance</u> Motion to approve the Consent Agenda M/S Theo Anderson/Candice Hansen Aye: Missy Shunn-Mitchell, Theo Anderson, Candice Hansen, Brad Hess, Erinn James, Lynda Stauffer, Brett Tanner Motion Carries	Yes
A motion to enter a closed session at 8:29 PM in accordance with Utah Code 52-4-205 for the purpose of discussion of litigation matters, acquisition of real property or authorized personnel issues. Move that Erin Preston, Jeff Beisinger and Laura Banda join Governing Board closed session. M/S Theo Anderson/Brad Hess / Lynda Stauffer Roll Call Aye: Lynda Stauffer, Brad Hess, Erinn James, Brett Tanner, Missy Shunn-Mitchell, Candice Hansen, Theo Anderson Motion Carries	Yes
Motion to end closed session and return to public session. (9:10pm) During closed session character and competence was discussed, no other items. There is no action from closed session. M/S Brett Tanner / Erinn James. Meeting is adjourned.	Yes