**BOARD OF DIRECTOR MINUTES**

April 24, 2020 Special Meeting

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 3:03pm.
	1. Roll Call
		1. Board Members: Chonburi Lee, Terence Jones, Kinley Vang, Bridget Mealman, Janie Yang
		2. Ex-Officio: Bao Vang
		3. Guests: Stephanie Steen, Mai Ka Yang
	2. Board Virtual Meeting Expectations: Bridget Mealman went over virtual meeting expectations and ensured all board members could hear each other.
2. **Review Special Meeting Agenda**
	1. The Board of Directors reviewed the special meeting agenda.
	2. Motion to approve the agenda was made by Terence Jones and seconded by Janie Yang.
	3. Motion to approve by all Board of Directors:

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| --- | --- |
| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Discuss the feedback from Friends of Education regarding our bylaws.**
	1. Reviewed the revised version of bylaws for New Millennium Academy.
	2. Terence Jones motion to approve the Bylaws as amended. Seconded by Kinley Vang.
	3. Motion to approve by all Board of Directors:

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| --- | --- |
| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Discuss the process and timeline that will be required of the Executive Search Committee.**
	1. Reviewed the ED Search Document.
	2. Revised the verbiage under “Directions” in the document to guide Human Resources on screening applications and resumes for qualified candidates.
	3. Revised verbiage in several steps in the Executive Director Committee Process.
	4. Janie Yang moved to approve the Roles and Responsibility of the Search Committee, the Executive Search Committee Process, and the Application/Resume Screening Tool as amended. Seconded by Kinley Vang.
	5. Motion to approve by all Board of Directors:

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| --- | --- |
| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Adjourn (*Action*) -** Chonburi Lee motioned to adjourn the meeting. Seconded by Terence Jones.
	1. Motion to approve by all Board of Directors:

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| --- | --- |
| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes. Bridget Mealman, Board Chair adjourned the meeting at 4:18pm.