

Meeting Minutes
Meeting of the Board of Directors – Envision Education
Thursday, February 7, 2019
Bain and Company
415 Mission Street
San Francisco CA 94115

I. Preliminary

1. Call to Order
 - Board Chair Kathi Burke called the meeting to order at 3:45pm.
2. Roll Call
 - Attendees: Keysha Bailey, Parker Blackman, Kathi Burke, Mark Daoust, Larry Hancock, Marjorie M. Goux, Gay Hoagland, Akil Hollis, Phil Johnston, Susan Portugal, Tara Thomas, Gia Truong, Rob Vassel, Mark Yowe
 - Absent: Bob Lenz, Ash Solar
 - On Phone: None
 - Others Present: Sele Nadel-Hayes, Janeen Jackson, Laura Robell, Justin Wells
3. Adopt the Agenda
 - Motion: Gay Hoagland
 - Second: Susan Portugal
 - Approved by voice vote/roll call: 14 Yes 0 No

II. Public Comments and Announcements: None**III. Consent Agenda**

- Ratification of EE Board Meeting Minutes: November 15, 2018
- Approval of Request for Allowance of Attendance Due to Emergency Conditions Form J-13A for City Arts & Tech, Envision Academy, and Impact Academy
- Approval of MOU between Peralta and Envision Academy to provide Dual Enrollment Courses
- Approval of Plan to increase or improve evidence-based services for identified students
 - Motion: Parker Blackman
 - Second: Gay Hoagland
 - Approved by voice vote: 14 Yes 0 No

IV. Finance update

- Sele Nadel Hayes gave a general overview of Envision's finances
 - Projected surplus includes many restricted funds.
 - Higher surplus than projected due to increased revenue from ELP
 - Envision remains in positive net assets.
 - Enrollment at EA is lower than last year. This trend is not anticipated to continue
 - Q2 revenue less than expenses but this is anticipated due to timetable of revenue, this will balance out by the end of the fiscal year.

V. Evening with Envision Update

- Mark Yowe complimented the work the team has worked out all of the kinks of the last event: registration, valet parking, food and wine.

- Gia Truong reminded everyone this should be on everyone's calendar
- She detailed some of the changes and donations received for the night.
- Gia Truong gave a status update of the evening including guest sign-up, Envision 50'rs, live auction items and corporate sponsorship.
- Mark Yowe gave suggestions and examples of how to invite guests.
- Gia Truong detailed action items for the board: get names of guests to Monica Alatorre for a smooth registration process and purchase tickets/tables.

VI. CEO Succession

- As part of strong governance, Mark Yowe is leading the CEO succession planning project.
- Mark Yowe asked the board to look at the ideal profile and invited comments from all to be sent to him. He will incorporate comments and bring to next board meeting.
- Ideal experience was highlighted and Mark Yowe asked the board if these are the right things, and if there is anything missing.
- Parker Blackman asked the thinking around 5 years of experience. Mark Yowe detailed that it is demonstrated experience, not someone who is 0 or 1 years, but less than 5 years of experience would not disqualify a candidate.
- Mark Yowe also detailed the key priorities for the next CEO and asked for board input.
- Tara Thomas asked if there is any marketing piece included. Mark Yowe noted the input.
- Tara Thomas asked about ELP. Mark Yowe agreed it could be worded better, we would encourage a re-wording or addition to make sure ELP is highlighted.
- Susan Portugal asked if we should be explicit about equity.
- By April 2019, we will have an emergency plan that we can put into place within 24 hours if Gia Truong were not able to perform her duties as CEO for any reason. Hope to have a list of internal and external candidates by April 2019.

VII: Governance Update

- Kathi Burke informed the board that Ash Solar has submitted his resignation from the board effective immediately. The timing is not right for Ash and we hope to reengage him in a year or two.
- Parker Blackman discussed four board candidates in the pipeline: Kaleb Lawson (Envision alum), Michelle Seijas (Executive Director of Surge Oakland), Rhonnel Sotelo (Executive Director of the Rogers Foundation), and Jeff Sloan (Partner at Sloan Sakai LLP).
- Governance Working Group will focus on those four but encourage the board to continue to look for other candidates
- Parker Blackman discussed next steps: reach out to all board member for coffee / lunch dates with the 4 prospects, reach out and to add prospects. These candidates will also visit a school as part of the process.
- Expertise needed: real estate, philanthropy, education, and, of course, energy and enthusiasm for Envision's mission.
- Larry Hancock asked the board to add any criteria that may be missing from the prospective board member criteria listed.
- Parker Blackman instructed the board to invite any prospective board member to Evening with Envision.
- Kathy Burke thanked the board for bringing their full selves to the meeting for the day

VIII: Adjournment

- Meeting was adjourned at 4:22pm