



COMMON GROUND

HIGH SCHOOL, URBAN FARM, AND ENVIRONMENTAL EDUCATION CENTER

358 Springside Ave • New Haven, CT • 06515 • (203) 389-4333 • www.commongroundct.org

Committee: Governance

Meeting Date: 10.21.2025

Meeting called to order: 9:00 a.m.

In attendance: Genevive, Kyeen, Sarah, Lauren, Alexis, Sue

1. Discussion Topic: New Board member orientation. Review: Helpful, appreciated efforts to make it accessible for Board members with challenging schedules, good opportunity for Board members to get to know one another.

Action Item: No action needed.

2. Discussion Topic: New Board member onboarding. AZ has reviewed Board onboarding material and met with Genevive.

Action Item: Ky will set up a final onboarding Q&A session; will invite Jeff as finance committee rep.

3. Discussion Topic: Committee assignments. Looking at the balance of Board members on each committee, staff representation (directors, etc.) on committees. TBD on ad hoc strategic committee (pending final strategic planning meeting); ensure all Board members assigned to a regular committee.

Action Item: Alexis will reach out to new Board members and coordinate with Genevive and Sue on final committee list to be circulated.

4. Discussion Topic: Board participation. Final recommended wording: ***Board members are expected to attend at least 70% of scheduled board meetings. Accumulating three absences from regularly-scheduled Board meetings may result in removal from the Board. Whenever possible, planned absences should be communicated in advance to both the Board Chair and the Governance Committee Chair.*** Include in explanation of the policy that when we're meeting in person, the expectation is that members attend in person and the link will be provided for members who are ill or traveling,

Decision: Approved, Alexis and Ky to circulate.

5. Discussion Topic: Pledge form (Development). Consider adjusting the pledge language for equitable ways of donating to the organization. Potentially define expectations of elected Board members vs ex officio Board members. Speaks to greater need to define ex officio roles and expectations in a future Governance meeting. Discussion of possible ideas to alleviate pressure on teacher and student donations in order to achieve 100% donation rate some funders require. Action Item: Genevive will coordinate with the Development Committee and provide feedback discussed by the Governance Committee. Separate the pledge form from the general Board expectations. The Development Committee develops specific pledge language and will be in charge of coordinating pledge forms, etc. but Governance can make the general Board expectations a part of routine onboarding paperwork. Governance to finalize Board expectations document and distribute.

6. Discussion Topic: Board participation continued. Common Ground events. Put in Board member expectations, rather than in attendance policy. Committee chairs should also take attendance for



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committee meetings, taking into account committee members who complete committee work outside of meetings and report in to chair even if they can't attend the actual meeting.

Action Item: Alexis will reach out to committee chairs about any attendance concerns they may have.

Meeting adjourned: 10:00am