

TCCES/SMC Board of Trustee's Meeting Minutes

Wednesday, April 20, 2011

6:30 PM at SMC

Attendees: Bob Andersen, Mike Sullivan, Sara Widener-Brightwell, Lori Lepper, John Fuller, Howard Healy, Michelle Dejno, Sue Pawlowski, Marvin Daniels, Steward Koskinen, Meg Brew, Peter Schmitz, Gary Elmer, Rob Michel

Excused: Father Richard Allen, Father Paul Paider, Father Mike Ingold

Opening Prayer led by Mike Sullivan

Open Forum (10 minutes)

Approval of March, 2011 Minutes

Question regarding stopping use of Smart boards. Clarification – moving to a less expensive alternative.

Motion by Rob to approve, second by Gary. Approved.

Agenda Approval

President's Report (20 minutes)

Mike Sullivan

- Corporate Board Meeting – Follow up
 - Thanks to all who attended. Minutes draft in folders of board members. Draft will be sent to Diocese for approval.
 - New member elected – Steve Butke.
 - Accepted resignation of Dave Voss
 - Gave updates on various programs.
 - Discussed future and the challenges in detail.
 - Talked about new pastors
 - Priority of board for future years.
 - Keep Bishop informed of challenges
 - Bishop complemented our system for our results.
 - Budget was approved.
 - Bishop wants to have a plan for education for the entire diocese by November. This is a “best practices” effort to align successful practices and procedures used to grow a system.
- Contracts 2011/12
 - Contracts out. They have until May 15th to return.
 - We have a couple openings already (elementary schools). May have a couple more over the next month or so. We will post internally first, then expand effort.
- Financial Aid report

- 904 students registered for next year. We have 100 preschoolers, and expect growth of that group by 50-60 students.
- SMC should be 240 – 5
- Seton 152-6
- SMM 260
- St Gabes 170
- St Mary 115
- Aid requests have been received from 362 students (K – 12 only), up about 10%. Vast majority for Seton and SMC. Total assistance \$463K. This current year \$427K. Next year is last year for Keller gift. We will be receiving another estate gift dedicated for scholarships at the High School . About 35 – 40% of families receive aid. If we count the multi-student discounts it is up to roughly 70%.
- 36% of families paid in full up front for discount. The majority pay in installments. There are a few that have some special payment options.

Committee Reports (20 minutes)

- Athletic Committee Marvin Daniels
 - Going to have a busy May, rescheduling games
 - Lost two light poles. Had to go across the field to pull down the second due to conditions. Ruts put in the field, but we had no choice. Pole was cracked at the base, and could only come down safely in one way.
 - We have insurance for all the damage, except for trees.
 - Will be charging 30.00 for STEPS program. Pay cost of the sessions (24) and creates a commitment from the athlete.
 - Got donations (anonymous) for 7 pieces of new equipment.

- Marketing & Advancement Michelle Dejno
 - Ann provided a nice update
 - Lost a lot of food due to power outage. Insurance will cover this as well.
 - Working to implement changes at the schools this Fall

- Governance Committee Rob Michel
 - Trustees voted to accept two nominees to TCCES Board of Trustees
 - Motion for Jeff Berg by Meg, Seconded by Stew. Approved
 - Motion for & Pam Seidl by John, seconded by Gary. Approved.
 - Still seeking two additional (replacement) trustees. Will vote on those candidates during the May meeting.
 - Rob, Stew and John meeting this evening to transition committee leadership to Stew. (Handoff of all materials, electronic forms, etc).

- Executive Committee Bob Andersen
 - Annual fund and Adopt-a-Student in motion.
 - Bob and Mike met with Dave Voss, Dick and John Bergstrom to thank them for their efforts.

- Letter from Bergstroms updating people on the good things that are happening.
- Other follow-up covered in other pieces of this meeting.
- Finance Committee Howard Healy
 - Bishop impressed with the way we present our numbers. He also clearly understands our debt.
 - We have to make Zephyrfest successful and we make another year.
- Fund Raising/Events Liaison Meg Brew
 - Covered in Ann Englehard's report.

New Business

- Approval of new members for 2011/12
- Development report – Ann Engelhard

Ann asked for assistance in thanking those who provided gifts of 1K or more.

Team Focus

Department is charged with promoting and protecting the TCCES and SMC brand. We are also charged with advancing the mission of the TCCES schools. Bob reminded the group that this is a committee that started this year, and deserve much thanks. It has been a feeder pool to this board, and we need to show our appreciation to that group for their dedication and effort.

Development

- Accepting Gifts - From over 2,000 donors this yea
- Donor Management
- Annual Fund Growth
- Fund Raising Events. - helps us connect with constituents. Not just fund raising. This is community building activity. Events need to be connected to mission
- Foundation Funding – mostly work has been in aligning protocol, procedures, and the TCCES office expectations.
- Scholarships
- Alumni Relations
- Development Committee Management
- Grant Management
- Working with individual school fund raising committees
- Volunteer Coordination

Recruiting and Retention (this is the largest revenue stream for the system). Work being done to help people find information and obtain answers.

Our families are higher maintenance (in a good way) they are involved and want to know and understand what is happening in the educational lives of their kids. If we don't give them answers, they will not be receptive to paying for private/catholic education.

- Touring and welcoming prospective students and families. These folks are our customers, and need to be provided ample attention.

- Visit days, open houses and course selection events
- Shadow days
- Priority registration
- SMC Ambassador Program
- Grade school nights at athletic games
- SMC promotion in feeder schools
- Exit Interviews with families leaving the system

Updates:

Annual fund 620 donations with \$165,000. On target to hit \$200,000 goal, but will likely not hit the 1,200 donor goal. (Thinking it will likely be in the 750 range). Gifts larger from fewer people.

Zephyrfest – Meg said that we have registrations for 70 tables (capacity 75) with 650 people. Sue feels we are in really good shape. New and exciting look and feel, as well as in the gifts/silent auction items. Board members, please wear your name tags. Ann is looking for board members to work the room and thank tables for supporting our school. (AWESOME). On-line bidding will be in place again. If people want to attend, give them Meg's name and contact info.

Development Committee – need to grow the team next year (replace those joining the board). They have a ton of new ideas for next year, so we need workers. If you have a talent, they have a job for you.

Going to host a donor reception at the high school next year, like we did for the lap top donors and tennis court resurfacing contributors. Another relationship growth building event.

Adopt a student – also looking to use donor reception to introduce this effort as well. There have been a number of communications pieces developed, but no forum to proliferate.

Would like to work with Governance committee to welcome new board members. Welcome luncheon, orientation, or something similar.

In early August, team is going to development conference in Notre Dame. They are providing team approach training and encourage full teams to attend. On those same days, there is a conference in Chicago and that is a conference that focuses on board development and leadership. Would recommend board send a number of participants. August 3 & 4th. Ann will send info to board members.

New Business:

We will vote on officers for next year's board at our next meeting. Please give this some thought.

Next Meeting: May 18, 2011 – St. Mary Elementary – Building tour will begin at 6:00, Board Meeting at 6:30.

Motion to adjourn Howard, seconded by Marvin. Meeting adjourned at 8:10 PM.