

## TCCES Board of Trustees Meeting of 12-15-10

Members Present: Mike Sullivan, Lori Lepper, Meg Brew, Fr. Allen, Gary Elmer, Michelle Dejno, Sara Widener-Brightwell, Sue Pawlowski, Stewart Koskinen, Howard Healy, John Fuller, Bob Andersen

Members Absent: Fr. Mike Ingold, Peter Schmitz

Bob Andersen called the meeting to order at 6:30 PM. Fr. Allen led the opening prayer.

Approval of November Meeting Minutes: Motion to accept made by Michelle Dejno, second by Gary Elmer. Motion carried.

### President's Report - Mike Sullivan

Mike stated that his State of the Schools presentations will focus on TCCES strategic goals and challenges we face as a system. Mike will give the State of the Schools presentation to TCCES employees on Friday, January 21<sup>st</sup> with the parent presentations at the schools taking place during the last week of January. Various ideas were discussed to increase parent attendance, including drawings for tuition certificates and relaxed dress code passes for students of parents who attend the presentations.

Some of the challenges that we face as a system include:

- Actively increase the annual fund and planned giving awareness
- Replace the Keller gift for financial assistance
- Steadily grow enrollment through retention and recruitment efforts
- Focus on Catholic identity, and our reason for existing
- Continue to further integrate technology at all levels
- Maintain five school sites
- Enhance parish relationships and communication
- Balance budget while controlling tuition increases
- Provide annual wage increase for employees
- Begin to lessen our dependency on line of credit

The TCCES board will begin to rotate the location of the monthly meetings to the different school sites. The January meeting will be held at SMC and Mr. Batey will be present to give an update on the high school and provide board members with a brief tour of SMC. In the following months, meetings will take place at the other TCCES schools with the building principals giving a school update and tour.

### Health Insurance Update – Howard Healy

Howard recently had a meeting with Bishop Ricken and Deacon Reilly regarding the concerns that TCCES has with the upcoming changes to the employee health plan. Howard reported that Bishop Ricken and Deacon Reilly listed to his concerns, and he will report any follow up at a future board meeting.

## Committee Reports

### Athletic Committee – Marvin Daniels

Marvin reported that Mike Heideman prepared a report for the Athletic Committee regarding *Where We Need to Go with Athletics* in the TCCES school system. The suggestions and concern in Mike's letter will be reviewed by the Athletic Committee.

### Marketing and Advancement – Michelle Dejno

The Marketing Committee completed the Seton facility assessment and reviewed the feedback with Monica Bausom. There are several improvements that the group is working in within the next month. In addition, they have identified other projects that will take some additional planning time.

Molly Griffin is researching several Mandarin programs in the state to identify information and regional and national resources.

Thanksgiving cards were sent to scholarship donors along with letters of thanks from students and families who received the awards.

The elementary schools hosted an open house on 11/17. This is a new effort to capture the interests of our PK to K students earlier. It was extremely successful and well attended.

The TEC open house at SMC brought in more current parents with TEC adding 20 new freshmen to their program this year. It was a good opportunity for new SMC parents to see TEC in action and to spread the good word about the outstanding club.

Jumbo Gumbo was a big success. Ticket sales and attendance both increased over last year.

Planning for Zephyrfest is well underway. Several different committees have already had meetings. Invitations and other promotional materials are being printed at this time. Raffle information will begin to be distributed through mailings, schools, parishes and parents at the beginning of January. The response has been steady.

Annual fund brochures and appeals were mailed the week of November 22<sup>nd</sup> and the response has been steady. A postcard will be sent on December 20<sup>th</sup> directing people to our online giving option.

A visit was made to an SMC alumnus to complete a planned gift.

### Governance – Rob Michel

Performance review information will be given to all board members. Rob asked that the completed forms be brought back to the next board meeting.

Executive – Bob Andersen

Rob asked for all board members to plan to attend one of Mike Sullivan's *State of the Schools* presentations. It is felt that it is important to have Board of Trustees presence seen at these presentations. The sites and dates for the presentations will be known in early January.

Finance – Howard Healy

Board members were provided with the TCCES budget planner for 2011-2012 for review. An overview of the TCCES balance sheet through 11/30/10 was also included. A complete overview of the financials will be presented at the end of the second quarter in January.

Howard reported that the bank has approved the increase in the line of credit to \$850,000.00 with the stipulation that the currently unsecured LOC would be capped at that level. Deacon Tim Reilly is coordinating the signatures for approval by the corporate board. Bishop Ricken must give the final approval.

A motion was made by Fr. Allen to approve a 3% tuition increase for the 2011-2012 school year, second by Sara Widener-Brightwell. Motion carried unanimously.

Fund Raising/Events Liaison – Meg Brew

Meg reported that approximately 525 people attended Jumbo Gumbo on 11/13/10. The reviews of both the food and entertainment have been positive. There was a noticeable increase in the number of people who registered/paid at the door. In addition, those who paid at the door purchased over \$1000 in raffle tickets. The profit from the evening is estimated at \$59,580. It was noted that some children were in attendance and next year's promotional materials will include a note indicating that this is an adult event.

St. Margaret Mary's fundraiser *Wines Around the World* will be held on Saturday, February 5<sup>th</sup> at Butte des Morts Country Club. The chairpersons for this event have specifically requested TCCES board presence at the event to perhaps volunteer for a 45 minute shift to help serve wine. This is a great opportunity for board members to meet our TCCES families.

The St. Mary fundraiser *Winter Escape* will be held on Saturday, February 12<sup>th</sup> at Germania Hall in Menasha. This is a cocktail and dinner event.

At 7:50 PM, Howard Healy made a motion to adjourn the meeting, second by Michell Dejno. The motion carried, and the meeting was adjourned.

The next meeting will be held on Wednesday, January 19<sup>th</sup> at 6:30 PM at SMC.