

Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 3, 2009

Board Members Present:

St. John Neumann
Faye Heffele

St. Thomas Becket
Tom Levandowski
Rebecca Schmid

Church of St. Peter
Father Joseph Gallatin
Della Miller
Dan O'Brien

Other Attendees
John Boone, Principal
Jim Fink, Finance Committee (8:00pm)
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:04pm.	Tom Levandowski
Adoption of Agenda	Motion: To approve the February 3, 2009 agenda as written: The motion was unanimously approved.	Board
Approval of Minutes	Motion: To approve the minutes from the January 6, 2009 meeting with the following amendments: REMOVE – Unfinished Business, Conflict of Interest Disclosures, fourth paragraph: “Electronic”. REMOVE – Unfinished Business, Conflict of Interest Disclosures, fifth paragraph: “on December 8, 2008”. REMOVE – Unfinished Business, Conflict of Interest Disclosures: sixth paragraph. The motion was unanimously approved.	Board
Finance		
2009-2010 Budget Projections	Jim Fink presented 2009-2010 budget projections based on enrollment numbers to the Board. The Board will revisit these budget projections as 2009-2010 enrollment numbers are confirmed in the next few months. Jim Fink discussed refinancing with the Board. Our current borrowing rate is low. Jim expects short-term rates to remain low throughout the year, so there is no urgent need to refinance at this time.	Jim Fink
Principal's Report		
	<ul style="list-style-type: none"> • Maintenance <ul style="list-style-type: none"> ○ AHU #1 has a bad damper motor. This repair is estimated to cost \$250.00. ○ The three-way mixing valve on AHU #5 is leaking. Since there are no rebuild kits to repair this type of valve, it will need to be replaced at an estimated cost of \$300.00. ○ The condenser fan on the AC unit in the server room went down. This repair is estimated to cost \$350.00. • School recruiting <ul style="list-style-type: none"> ○ Postcards and a new email blast will be sent to current families to promote the open house events. Zip codes were added to our mailing list to reach potential families in District197. ○ Two more open houses are scheduled for this Friday and next week. Mr. Boone will provide the results of the open houses in the March Board meeting. ○ The school is advertising in “The Catholic Spirit” and “SunCurrent” newspapers. 	John Boone
New Business		
	No new business.	

Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <ul style="list-style-type: none"> • 31 potential students have come through the first two open houses. • Additional open houses are scheduled for this Friday and Tuesday 2/10/09. • As noted in the Principal's Report, the Marketing committee is advertising in local newspapers and sending an email blast to current families to promote the open house events. • Current parents will receive a referral gift of tickets to Septemberfest if they refer new families to the school. Marketing will consider additional incentives for existing parents who bring new families to the school. • The Marketing committee is currently reviewing the second draft of the committee charter. • The committee is considering additional signage and literature to enhance school advertising at the parishes. • The committee is updating the website to make it more accessible to non-Faithful Shepherd families. 	Rebecca Schmid
	<p><u>Athletic Field Site Plan</u></p> <p>Jon Vievring completed his storage shed/concessions stand research with his contacts at Eagan High School.</p> <ul style="list-style-type: none"> • Eagan High School was unable to find blueprints of their shed to share with Faithful Shepherd, as the building was completed by parent volunteers. • According to our Eagan High School contact, the estimated cost of the Faithful Shepherd shed/concessions stand is \$35,000. • The site plan committee will begin recruiting parent volunteers at Faithful Shepherd. 	Dan O'Brien
	<p><u>Development</u></p> <p>Final Gala fundraising numbers are not yet available. Per Maureen Odegard, there was good attendance at this event.</p>	Dan O'Brien Mark Lasswell
	<p><u>Capital Campaign</u></p> <ul style="list-style-type: none"> • The Capital Campaign has reached over 30% of goal with 948,428 in pledges. • The first thermometer is now installed at the front of school. The second thermometer will be installed at the back of the school soon. Thank you to Wayne Bugasch for building these thermometers. • The campaign was intentionally slowed in January due to the Gala. • The school is looking into cutting costs with Catholic School Management. • Sue sent IRS reporting paperwork out to donors by January 31st. 	Tom Levandowski
	<p><u>Finance</u></p> <ul style="list-style-type: none"> • See above. No further updates. 	Della Miller
	<p><u>Tri-Parish</u></p> <ul style="list-style-type: none"> • No updates. 	Dan O'Brien Fr. Charlie
Unfinished Business		
Septemberfest Update	<p>On January 23rd, Fr. Charlie, Mark McGinty, and Mark Lasswell met to discuss Septemberfest 2009.</p> <ul style="list-style-type: none"> • Sponsorships <ul style="list-style-type: none"> ○ At least \$85,000 will be in the Septemberfest budget. Of this total, \$10,000 will come from a grant, \$30,000-40,000 will come from "Friends of Faithful Shepherd", and \$30,000-35,000 will come from larger lead sponsors. ○ We will not require any sponsorship pledges to be received prior to selecting or contracting the lead band. Sponsorship pledges will be due by the date of Septemberfest. ○ All Septemberfest fixed expenses will be covered by sponsorships. Fixed expenses include bands, sound system, marketing, beverages, etc. • Marketing <ul style="list-style-type: none"> ○ The committee plans to use a paid marketing consultant to execute a simplified Septemberfest marketing plan. This expense will be reflected in the Septemberfest budget. ○ One of the duties of the marketing consultant will be to create a sponsorship packet. The Development committee will leverage this packet for use in soliciting sponsorships for the golf and auction events. The Marketing committee will be able to leverage the theme and design of the packet for general Faithful Shepherd marketing purposes. ○ Online ticket sales were an important factor in the success of Septemberfest 2008. The committee will get online sales up-and-running early for Septemberfest 2009. 	Dan O'Brien Mark Lasswell

<p>Septemberfest Update</p>	<ul style="list-style-type: none"> • Event coordinator <ul style="list-style-type: none"> ○ The committee plans to use a paid event coordinator. This expense will be reflected in the Septemberfest budget. ○ Event coordinator duties will include communicating with bands, providing needed coordination between the bands and logistics, and providing on-site coordination and logistics support. • Septemberfest budget approval <ul style="list-style-type: none"> ○ Mark McGinty will present the Septemberfest budget to the Board for review, discussion, and approval in the March Board meeting. ○ The budget will include revenue and expenses for the total event (HSA Friday event, Saturday night concert, and Sunday Mass). The budget will be broken out into fixed and variable sections. ○ Board approval of the Septemberfest budget will allow Mark McGinty and the Septemberfest Steering committee to begin work on Septemberfest 2009. • Board member feedback <ul style="list-style-type: none"> ○ Tom Levandowski advised that the budget include incremental costs for Faithful Shepherd's commitments to the City of Eagan. ○ Dan O'Brien asked for a five year plan for Septemberfest, including a description of roles and responsibilities (consistent with committee charters). ○ Della, on behalf of the Finance committee, agreed with the Septemberfest committee that fixed event costs must be covered by sponsorships. 	<p>Dan O'Brien Mark Lasswell</p>
<p>Executive Session</p>	<p>Occurred from 6:00-7:00pm.</p>	<p>Board</p>
<p>Closing Prayer</p>	<p>The meeting adjourned at 8:36 pm.</p>	<p>Faye Hefele</p>

Next meeting March 3, 2009 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm - meeting