

Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
August 3, 2010

**Board Members Present:**

**St. John Neumann**  
Marge Gruenes  
Susan Johnson

**St. Thomas Becket**  
Fr. Bill Murtaugh  
Tom Levandowski  
Tom Durand

**Church of St. Peter**  
Sheila Manahan  
Dan O'Brien

**Other Attendees**  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 7:07pm.	Fr. Bill Murtaugh
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Fr. Bill Murtaugh made the motion to approve the August 7, 2010 agenda with the following amendment: ADD: "b. Reorganization" to follow "V. New Business: a. Board Elections".</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Marge Gruenes made the motion to approve the June 15, 2010 minutes as written.</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Principal's Report</b>		
	<p>Mr. Boone was on vacation on August 3, 2010. Dan O'Brien presented Mr. Boone's report to the Board.</p> <ul style="list-style-type: none"> <li>• Enrollment is currently confirmed at 550 students for the 2010-11 school year. The FSCS budget was set at 548 students. John believes we may gain a few more students before September.</li> <li>• All staff members are returning for the 2010-11 school year. Educational assistants and specialists are currently being finalized.</li> <li>• The Meet &amp; Greet Night form completion process will be streamlined for parents this year.</li> </ul>	Dan O'Brien
<b>New Business</b>		
<b>Board Elections</b>	<p>Archbishop Nienstedt appointed Fr. Gallatin as Canonical Administrator and President of the Board of Directors of Faithful Shepherd Catholic School effective August 1, 2010.</p> <p>The election of officers occurred as follows:</p> <p><b>Motion to approve:</b></p> <p><b>Vice President</b> Sheila Manahan nominated Fr. Murtaugh as Vice President.</p> <p><b>Chairperson</b> Tom Levandowski nominated Dan O'Brien as Chairperson.</p> <p><b>Vice Chairperson</b> Sheila Manahan nominated Tom Levandowski as Vice Chairperson.</p> <p><b>Corporate Treasurer and Finance Committee Liaison</b> Tom Durand nominated Sheila Manahan as Corporate Treasurer and Finance Committee Liaison.</p>	Dan O'Brien

	<p><b>Corporate Secretary</b> Susan Johnson nominated Marge Gruenes as Corporate Secretary.</p> <p><b>Marketing Committee Liaison</b> Tom Levandowski nominated Tom Durand as Marketing Committee Liaison.</p> <p><b>Capital Campaign Liaison</b> Dan O'Brien nominated Tom Levandowski as Capital Campaign Liaison.</p> <p><b>Development Committee Liaison</b> Marge Gruenes nominated Susan Johnson as Development Committee Liaison.</p> <p><b>The motion was unanimously approved.</b></p> <p><b>Motion to approve:</b></p> <p>The Board of Directors appointed Linda Kautzky as Recording Secretary.</p> <p><b>The motion was unanimously approved.</b></p>	Dan O'Brien
Reorganization	The Board tabled this discussion until the September Board meeting.	Dan O'Brien
<b>Scorecard/Strategic Plan Updates</b>		
	Dan O'Brien reviewed the history of the Board of Directors Strategic Plan, along with the plan objectives and actions, with all Board members. Plan objectives and actions will be translated to scorecards for Board completion. The scorecards will align Board tasks to the Strategic Plan and streamline Board meetings. Dan will send the final copy of the plan along with the plan scorecards to Board members.	Dan O'Brien
<b>Reports of Committees</b>		
Liaison Reports	<p><b>Marketing</b> Tom Durand will meet with Andrea Douglas before the September Board meeting. No further report.</p>	Dan O'Brien
	<p><b>Development</b></p> <p>Susan Johnson asked about the process of generating new development ideas. The Board responded that there is not an official generation process for new fundraising ideas. All ideas are welcome.</p> <p>During the process of creating the Strategic Plan, Sheila Manahan, Tom Levandowski and Mark Lasswell reviewed development objectives. This review revealed both short-term needs and long-term planning objectives. They proposed hiring a consultant for 1 year whose job would be help to resolve short-term development needs and create a long-term development plan including database, sponsorships, etc. The Board approached Sue Riesgraf to provide a proposal to consult on these short and long-term development objectives.</p> <p>The Board will review a group of consultants, including Sue Riesgraf, for this 1 year contract position, taking into consideration the current budget and short and long-term development objectives. Sheila, Tom Levandowski and Susan Johnson will meet to discuss this further.</p> <p>Below is an update of current development activities:</p> <ul style="list-style-type: none"> <li>• Golf <ul style="list-style-type: none"> <li>○ Bill Reilly is chairing this event.</li> <li>○ The event will be held on August 9th at Highland National Golf Course with dinner at Tavern on the Avenue in St. Paul.</li> <li>○ Cost to participate is \$100.</li> <li>○ Hole sponsorship is \$350 with sponsor signage at a specific hole.</li> <li>○ There are currently 13 sponsors, with 5 spaces still available.</li> <li>○ Information on this event has been sent through email blast and is also on the website.</li> </ul> </li> <li>• Septemberfest <ul style="list-style-type: none"> <li>○ Mark McGinty is chairing this event.</li> <li>○ The event will be held on September 18th, with Family Fun Night on September 17<sup>th</sup>.</li> <li>○ Phil Vassar will headline the event. Rocket Club and one additional band will open for Phil Vassar.</li> </ul> </li> </ul>	Dan O'Brien

Liaison Reports	<ul style="list-style-type: none"> <li>o Ed Schlueter is heading a group that is managing sponsorship for this event. This group is also identifying sponsorship leads for Septemberfest 2011.</li> <li>o The liquor license and building permits have been submitted for this event. Sheila Manahan is working on a premium beer offering for the event.</li> <li>o The cost for entertainment, lights and sound is coming in under budget.</li> <li>o Print advertising (posters and fliers) will go to the printer this week. The website with online ticket sales will be live soon.</li> <li>• Marathon <ul style="list-style-type: none"> <li>o Mia Hendrickson is chairing this event, with Mary Anderson and Deb Kilen completing the financials for this event.</li> <li>o The event will be held on October 3<sup>rd</sup>.</li> <li>o Sodexho will provide refreshments for the event free of charge.</li> <li>o Marathon Sports is providing numerous prizes for this event. Thank you John Long.</li> <li>o The logo is ready. T-shirts and one additional promotional item will be ordered for the event.</li> </ul> </li> <li>• Gala <ul style="list-style-type: none"> <li>o Susan Johnson will co-chair the Gala. The Gala Committee is looking for a second co-chair for this event.</li> <li>o Numerous committee chairs have been identified.</li> <li>o Teachers love the short-throw projectors acquired through the Gala's Electric Moment last year.</li> </ul> </li> </ul>	Dan O'Brien
	<p><b>Capital Campaign</b> Volunteer and donor appreciation and recognition events are currently being planned. No further report.</p>	Tom Levandowski
	<p><b>Finance</b> No report.</p>	Dan O'Brien
<b>Unfinished Business</b>		
Electronic Motions	<p><b>Electronic Motion I:</b> Faye Heffele made the electronic motion to approve the June 15, 2010 agenda with the following change:  ADD: "M. Odegard" as additional special guest to section IV. New Business, a. Septemberfest Update (Special Guest: M. McGinty).  <b>The motion was approved on June 23, 2010.</b></p> <p><b>Electronic Motion II:</b> Faye Heffele made the electronic motion to approve the May 4, 2010 minutes as written.  <b>The motion was approved on June 23, 2010.</b></p> <p><b>Electronic Motion III:</b> Faye Heffele made the electronic motion to suspend the Septemberfest Ground Rules adopted January 5, 2010 with a commitment to revisit the rules no later than the end of 2010.  <b>The motion was approved on June 23, 2010.</b></p> <p><b>Electronic Motion IV:</b> Faye Heffele made the electronic motion to approve the 2010 Septemberfest budget as presented and amended in the June 15, 2010 Board meeting.  <b>The motion was defeated on June 23, 2010.</b></p> <p>On June 25, 2010 at 3:30pm, a conference call meeting was held by the FSCS Board of Directors to continue the discussion concerning the 2010 Septemberfest budget. On June 24<sup>th</sup>, a revised Septemberfest budget was distributed to Board members. It was agreed that all motions made during this meeting would be numbered in continuing sequence following the electronic motions begun on June 17<sup>th</sup> for ease of reference. The following motions were made:</p> <p><b>Motion V:</b> Dan O'Brien made a motion to extend the participation of outgoing Board members Mark Lasswell, Rebecca Schmid and Faye Heffele, including their voting privileges, as needed until the first Board meeting in August 2010.  <b>The motion was approved.</b></p>	Dan O'Brien

<p style="text-align: center;"><b>Electronic Motions</b></p>	<p><b>Motion VI:</b> Faye Hefele made a motion to approve the revised Septemberfest budget showing a net profit of \$40,133.00.</p> <p><b>The motion was approved.</b></p> <p><b>Motion VII:</b> Dan O'Brien made a motion to request that Principal John Boone and the Finance Committee develop a contingency plan for the 2010-11 FSCS Operating Budget in the event Septemberfest ends up showing either \$0.00 net profit or \$20,000.00 net profit, with this contingency plan presented to the Board via email no later than July 14, 2010.</p> <p><b>The motion was approved.</b></p> <p><b>Motion VIII:</b> Faye Hefele made a motion that the Board of Directors be informed about the recommendation for the 2010 Septemberfest band selection, including the cost of the band, via email as soon as possible and that the Board of Directors would approve the band selection via electronic vote prior to the contract being signed.</p> <p><b>The motion was approved.</b></p>	<p style="text-align: center;">Dan O'Brien</p>
<p style="text-align: center;"><b>Executive Session</b></p>	<p>Occurred from 6:00pm-7:00pm</p>	<p style="text-align: center;">Board</p>
<p style="text-align: center;"><b>Closing Prayer</b></p>	<p>The meeting adjourned at 8:51pm</p>	<p style="text-align: center;">Sheila Manahan</p>

Next meeting September 7, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting