

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
September 7, 2010**

Board Members Present:

St. John Neumann

Fr. Charlie Lachowitz
Marge Gruenes
Susan Johnson

St. Thomas Becket

Fr. Bill Murtaugh
Tom Levandowski
Tom Durand

Church of St. Peter

Fr. Joseph Gallatin
Sheila Manahan
Dan O'Brien

Other Attendees

Mr. Boone, Principal
Linda Kautzky, Recording Secretary
Mark Lasswell (8:27-8:50pm)

Description	Discussion	Action By
Invocation	The meeting began at 7:10pm.	Fr. Joseph Gallatin
Adoption of Agenda	<p>Motion: Fr. Charlie Lachowitz made the motion to approve the September 7, 2010 agenda with the following changes:</p> <ul style="list-style-type: none"> • REMOVE: Items "a" and "b" under section VIII. Unfinished Business. • ADD: "Canonical Administrator Announcement" under section V. New Business. <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Marge Gruenes made the motion to approve the August 3, 2010 minutes as written.</p> <p>The motion was unanimously approved.</p>	Board
Principal's Report		
	<ul style="list-style-type: none"> • Ms. Chvatal joined FSCS as our new Art teacher. • Mr. Munoz joined FSCS as a part-time teacher, teaching one math class and one religion class, and as an educational assistant. • Administrative staff received positive feedback regarding parent pick-up of August student registration packets. • Our 2010-11 school budget is based on enrollment of 548 students. As of September 2010, there are 557 students enrolled for the 2010-11 school year, spread across all grades. Marketing efforts and strong Middle School retention have contributed to this increase in students. 	Mr. Boone
New Business		
Canonical Administrator Announcement	The Board discussed the announcement regarding the FSCS Canonical Administrator. The Board decided to include in the announcement a definition of the position of Canonical Administrator and President of the Board of Directors for FSCS and Tri-Parish Center. The Board also considered signatures for the announcement.	Dan O'Brien
Scorecard/Strategic Plan		
	Dan O'Brien passed out examples of scorecards for the Strategic Plan. The scorecards represent the nine main goals of the Strategic Plan and will track progress toward these goals. The scorecards will be completed by Administrative staff or committee liaisons on a monthly basis and distributed to Board members prior to each Board meeting. The scorecards will provide Board members with updates that are focused on the goals of the Strategic Plan, allowing a streamlining of Board meetings.	Dan O'Brien

Reports of Committees		
Liaison Reports	<p><u>Marketing</u></p> <p>Tom Durand is currently getting up to speed on the Marketing Committee. He is reviewing the most recent Marketing information and materials from both Nighthawk Marketing (Andrea Douglas) and Mr. Boone.</p> <p>Tom will review Nighthawk Marketing’s statement of work for the 2010-11 school year and compare it to the FSCS budget for 2010-11. He will report back to the Board for approval of Marketing services for 2010-11.</p>	Tom Durand
	<p><u>Development</u></p> <p>The Board discussed the need for a “how-to” manual for our fundraising events. Susan Johnson suggested a 3 year commitment for fundraising event chairs: the first year to learn the process, the second year to execute, and the third year to pass knowledge to the next event chair. Tom Levandowski suggested expanding the “Ask Mr. Boone” column in the weekly newsletter to define fundraising event positions and explain school jargon to the parent community. Fr. Bill Murtaugh suggested the importance of thanking committee members for their work on these events.</p> <p>Susan noted that Gala volunteers are requesting a commitment from Administration or the Board to take ownership of the auction software used for the Gala event. The volunteers feel that this software could be used for other fundraising events as well.</p> <p>Sales of Septemberfest tickets are good. The sponsorship process needs to be organized and refined. Tom Levandowski suggested asking the City of Eagan for any suggestions they can make regarding sponsorships. Fr. Charlie Lachowitz recommended that the city could provide letters of recommendation to provide to potential sponsors.</p> <p>Below is an update of current development activities:</p> <ul style="list-style-type: none"> • Golf <ul style="list-style-type: none"> ○ \$8,000 was earned. ○ Looking for a potential chair for next year. ○ Thank you to all of those who golfed! • Septemberfest <ul style="list-style-type: none"> ○ Phil Vassar is the headliner. ○ K102 is advertising the event. • Marathon <ul style="list-style-type: none"> ○ Mia Hendrickson is chairing this event. ○ The Marathon will take place on October 3rd at 1:00pm ○ Mary Anderson, Deb Kilen, and others will be working on the financials for this event. ○ Thank you to John Long/Marathon Sports for providing numerous prizes. ○ Sodexo will provide refreshments free of charge. ○ The logo has been finalized. <ul style="list-style-type: none"> ▪ T-shirts will be ordered once forms have been returned. ▪ STAR squishies have been ordered which are imprinted with the Marathon logo. ▪ Marathon logo flashlight prizes have also been ordered. • Gala <ul style="list-style-type: none"> ○ Susan Johnson is returning as co-chair. Still looking for one other co-chair. ○ A committee meeting will take place mid-September. ○ Numerous committee chairs have been identified and gaps are being filled in. ○ The theme is to be decided. ○ Teachers love the short-throw projectors -- Thank you! 	Susan Johnson
	<p><u>Capital Campaign</u></p> <p>The final report and donor proof sheet are being completed this week. The Committee is in the process of organizing appreciation events for donors.</p>	Tom Levandowski
	<p><u>Finance</u></p> <p>The year-end audited financial statement will be ready by the end of September. Jim Fink will pursue refinance bids from banks in the Fall. The Finance Committee will meet in the next few weeks.</p>	Sheila Manahan

Unfinished Business		
Development Consultant	<p>Tom Levandowski and Sheila Manahan met to begin the process of identifying a development consultant to complete tactical Development tasks. Tom shared a draft of the Development Consultant statement of work with the Board over email last week. Mark Lasswell contacted Steve Hoepfner, a former FSCS parent and Board member, to also review the statement of work. Mark attended the Board meeting as a special guest to report to the Board on Steve's feedback regarding the Development Consultant position and statement of work.</p> <p>In summary, Steve Hoepfner encouraged the Board to move forward with this consultant position. He confirmed that the Development Consultant responsibilities are distinct from a long-term Development position. Steve stated that the objectives built into the statement of work are clear and that these objectives should be used to recruit for this consulting position. He recommended that the consultant's pay be tied in some respect to accomplishment of these objectives. Steve also provided comments on direct mail, the sponsorship process, and meeting with major donors.</p> <p>The Board discussed the fees and timeframe for this consulting position. Tom then asked if the Board should move forward with the concept of the Development Consultant position.</p> <p>Motion: Fr. Charlie Lachowitz made the motion to continue to work on the Development Consultant statement of work.</p> <p>Amendment - Motion to add: "...with a budget and general terms and conditions to be presented to the Board within 2 weeks from tonight for electronic consideration".</p> <p>The amendment was approved.</p> <p>Amended Motion: Fr. Charlie Lachowitz made the motion to continue to work on the Development Consultant statement of work, with a budget and general terms and conditions to be presented to the Board within 2 weeks from tonight for electronic consideration.</p> <p>The motion was unanimously approved.</p>	Tom Levandowski
Executive Session	Occurred from 6:00pm-7:05pm	Board
Closing Prayer	The meeting adjourned at 8:55pm	Tom Durand

Next meeting October 5, 2010 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting