

**Faithful Shepherd Catholic School and Tri-Parish Center
Board of Directors Meeting
Approved Minutes
February 1, 2011**

Board Members Present:

St. John Neumann

Marge Gruenes

Susan Johnson

St. Thomas Becket

Fr. Bill Murtaugh (7:45-8:42pm)

Tom Durand

Tom Levandowski

Church of St. Peter

Fr. Joseph Gallatin

Dan O'Brien

Other Attendees

Mr. Boone, Executive Director (7:45-8:29pm)

Ms. Shimshock, Principal (7:45-8:29pm)

Linda Kautzky, Recording Secretary

Description	Discussion	Action By
Invocation	The meeting began at 7:45pm.	Fr. Joseph Gallatin
Adoption of Agenda	<p>Motion: Susan Johnson made the motion to approve the February 1, 2011 agenda as written.</p> <p>The motion was unanimously approved.</p>	Board
Approval of Minutes	<p>Motion: Tom Levandowski made the motion to approve the January 4, 2011 minutes as written.</p> <p>The motion was unanimously approved.</p>	Board
Executive Director's Report/Scorecard		
	<ul style="list-style-type: none"> • 20 families with 26 possible students attended the 2nd open house in January. Discovery Day, the 3rd and final open house, is scheduled for Sunday, February 13th. • Parent survey results show 30 possible siblings entering for the 2011-12 school year. • 57 students will graduate from Faithful Shepherd this year. • The Raiser's Edge software is currently up and running. Kelly Larson is currently trained to use this software application. Nate Jorgensen will also be trained to use this application. The Raiser's Edge will be used for fundraising and development purposes including: <ul style="list-style-type: none"> ○ Tracking data gathered at enrollment ○ Sourcing in-kind donations ○ Tracking corporate gift matching ○ Donor thank you and condolence cards • If FSCS meets the 2011-12 target for number of students, the school should meet the Finance Committee's estimates for expenditures and teacher raises. • Mr. Boone will be a visiting team member for a neighboring Catholic school's accreditation process. • Mr. Boone will send Development updates from Sue Riesgraf to the Board via email. • 2011 Gala update: <ul style="list-style-type: none"> ○ 354 guests attended the Gala this year. ○ The Electric Moment was very successful. ○ Michele Brew, Mr. Brew's wife, will co-chair the 2012 Gala. Michele Brew has extensive event planning experience. ○ FSCS staff need to learn and support the software used for the Gala so that volunteers can be quickly trained each year. ○ FSCS staff should manage the thank you process. This should be possible through The Raiser's Edge software. ○ The Technology Committee will determine how best to use any extra Electric Moment funds. Some ideas discussed in the committee include WiFi or the latest version of MS Word deployed throughout the school. 	Mr. Boone

	<ul style="list-style-type: none"> ○ Susan Johnson suggested reviewing the date of the Gala due to possible weather issues, proximity to the Christmas holiday, and other activity dates. Mr. Boone and staff will consider this idea. Dan O'Brien suggested that Sue Riesgraf put together a cohesive strategy for all fundraising, including event dates. ○ Dan O'Brien asked Susan Johnson for a list of volunteer names for the Gala so that the Board and school may formally thank them. • Dan O'Brien will contact Mark Lasswell regarding the Septemberfest strategy. • The Capital Campaign raised \$1,173,088.00 for FSCS. A final campaign report is scheduled to be mailed by the end of February, with a donor recognition invitation mailed by March 7th. The donor recognition event will be scheduled for the week of March 28th. Andrea Douglas is working on the materials for the report and recognition event. Tom Levandowski recommended that the Board be involved in the recognition event and will confirm the event date with the Board. 	Mr. Boone
New Business		
	No new business.	Board
Unfinished Business		
Committee Charters	<p>Board objectives for the year include completing the committee charters. The committee chairs should review their respective charters and make any necessary updates. The Board should then approve the charters in future Board meetings. Tom Durand will meet with Andrea Douglas and Sue Riesgraf to review the Marketing Committee charter.</p> <p>The Board discussed volunteer needs at the school including:</p> <ul style="list-style-type: none"> • The total number of volunteer hours needed per year • Possible minimum volunteer requirements • Creating a formal list of all areas where volunteers are needed • Celebrating volunteerism, hours, and cost-savings in newsletters and meetings • Determining how to promote volunteerism at every opportunity <p>Susan Johnson asked the Board if the hiring process should begin for a full-time Development position. The Board discussed the timing of this process so the full-time staff member can be up-and-running January 1, 2012. The Board will ask Sue Riesgraf to attend the March Board meeting to discuss this topic further.</p>	Tom Levandowski
Approval of Revised Employment Contract	<p>Tom Levandowski described the revised Exhibit B of the employment contract for Terese Shimshock.</p> <p>Motion: Tom Levandowski made the motion to approve the revised Addendum B to Terese Shimshock's employment agreement.</p> <p>The motion was unanimously approved.</p>	Tom Levandowski
Executive Session	Occurred from 6:00 – 7:39pm	Board
Closing Prayer	The meeting adjourned at 8:52pm	Tom Durand

Next meeting March 1, 2011 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting