

**Faithful Shepherd Catholic School and Tri-Parish Center  
Board of Directors Meeting  
Approved Minutes  
April 5, 2011**

**Board Members Present:**

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

**St. Thomas Becket**  
Tom Levandowski

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

**Other Attendees**

Mr. John Boone, Executive Director  
Ms. Terese Shimshock, Principal  
Jim Fink, Finance Committee (6:10-7:25pm)  
Nancy Verhey, Gala Co-Chair (7:55 – 9:05pm)  
Sue Reisgraf, Development Consultant (7:55 – 9:30pm)  
Linda Kautzky, Recording Secretary

Description	Discussion	Action By
<b>Invocation</b>	The meeting began at 6:10pm.	Sheila Manahan
<b>Adoption of Agenda</b>	<p><b>Motion:</b> Susan Johnson made the motion to approve the April 5, 2011 agenda with the following change:</p> <p>CHANGE: I. Call to Order, a. Opening Prayer: Murtaugh to read "I. Call to Order, a. Opening Prayer: Manahan".</p> <p><b>The motion was unanimously approved.</b></p>	Board
<b>Approval of Minutes</b>	<p><b>Motion:</b> Tom Levandowski made the motion to approve the March 1, 2011 minutes with the following changes:</p> <p>CHANGE: V. New Business b. Development Consultant Update, first bullet: "Gala: Q1" to "Gala: calendar year Quarter 1".</p> <p>CHANGE: V. New Business b. Development Consultant Update, second bullet: "Marathon: Q2" to "Marathon: Quarter 2".</p> <p>CHANGE: V. New Business b. Development Consultant Update, third bullet: "Golf: Q2 (in partnership with the Church of St. Peter)" to "Golf: Quarter 2 (in partnership with the Church of St. Peter)".</p> <p>CHANGE: V. New Business b. Development Consultant Update, fourth bullet: "Septemberfest: Q3" to "Septemberfest: Quarter 3".</p> <p><b>The motion was unanimously approved.</b></p> <p>The Board entered Executive Session at 6:20pm. Executive Session concluded at 7:25pm. The Board meeting resumed at 7:35pm.</p>	Board
<b>Executive Director's Report/Scorecard</b>		
	<ul style="list-style-type: none"> <li>• 503 students are currently registered for the 2011-12 school year. Approximately 50 Kindergarten students are registered. Mr. Boone estimates that total enrollment for the 2011-12 school year will be between 545-550 students.</li> <li>• Administration is considering increasing both FSCS facility rental fees and student sport fees. Under this proposal, facility rental fees would increase by \$5-10. Facility rental fees have not increased since 2006. Sports fees would increase \$5, per student, per sport. Fees for each sport currently vary.</li> <li>• Mr. Boone received a \$1,177.00 refund for the 2010 Gala golf raffle. Mr. Boone will discuss this with the school's attorney to determine if FSCS should pursue the issue further. Mr. Boone will contact the Board following this conversation.</li> <li>• The FSCS Enrichment Coordinator would like to present information on the Enrichment program to the Board in the May meeting.</li> </ul>	Mr. Boone

New Business		
<b>Naming Rights of Gymnasium</b>	<p>The naming rights for the gymnasium have been auctioned off at the Gala each year through January 2009. Winners of this auction item in 2008 and 2009 chose to name the gymnasium in memory of Fr. Tom Brioschi.</p> <p>Fr. Joseph Gallatin discussed creating a permanent dedication to Fr. Brioschi with the Board. The Board and administration agreed to Terese Shimshock's proposal of placing a plaque in the Mary Garden memorializing Fr. Brioschi. The Mary Garden was built in the same year as Fr. Brioschi's passing.</p>	Fr. Joseph Gallatin
<b>Gala Wrap-Up (Special Guest: Nancy Verhey)</b>	<p>Special guest Nancy Verhey gave a final report to the Board on the 2011 Gala.</p> <ul style="list-style-type: none"> <li>• Gala revenue was \$160,839.00. Overall costs were \$42,412.92. Gala profit was \$118,426.08. These numbers will undergo final review by Michele Brew. Nancy will send the final reviewed numbers to the Board for their reference.</li> <li>• Recruitment this year was the highest overall, due primarily to the recruitment letter sent to parents in November. Approximately 40 new volunteers contributed their time and talent to the event this year.</li> <li>• Attendance was the highest in the past several years, with 354 people attending the event.</li> <li>• Donations were comparable to last year in number, with increases in some areas: <ul style="list-style-type: none"> <li>○ 107 people pledged the Electric Moment, raising a total of \$29,500.00 for classroom SMART Boards and technology improvements.</li> <li>○ The online auction was expanded to include 70 items this year.</li> <li>○ The school received 23 cash donations in addition to the Electric Moment donations.</li> </ul> </li> <li>• Greater Giving software was used for RSVPs, early check-in of attendees and bidders, and bidder management.</li> </ul> <p>Overall, the 2011 Gala was successful. However, more support is needed for this event. Nancy suggested the following areas of improvement of this event:</p> <ul style="list-style-type: none"> <li>• Organization of volunteers: <ul style="list-style-type: none"> <li>○ A complete Organization Chart is needed, with descriptions, priorities, and processes for key volunteer roles.</li> <li>○ More chairs and leaders are needed for this event. Volunteer recruitment needs to be more targeted and begin earlier in the planning process, preferably before the end of the current school year for next year's event.</li> <li>○ A minimum of 3 overall co-chairs are needed for event planning, auction functions, and administrative and team management.</li> <li>○ Chairpersons should have a 2 year minimum term, with one year for learning and the next year for leading the event.</li> </ul> </li> <li>• School support and direction needed: <ul style="list-style-type: none"> <li>○ More input and direction is needed from either the Board or the Administration on key decisions including finances, venue, goals, and vendors. Nancy requested a formal finance template for event chairs.</li> <li>○ Technology support is needed to gain the full benefit of the Greater Giving software we are leasing, including follow-up on post Gala details. A software assessment should be completed as we approach the end of our contract with Greater Giving.</li> <li>○ Permanent development leadership is needed to tie issues and processes across our various fundraising events.</li> <li>○ Sponsorships and vendor management should be managed by the school, including donors, providers of event services, and technology.</li> <li>○ Our event calendar must be compared to other school calendars to prevent conflicting events for attendees.</li> <li>○ The process of thanking all of our donors for the Gala is currently a volunteer task. This needs to be integrated with the overall acknowledgement process for the school.</li> <li>○ Gala planning currently takes 4 months and post-Gala wrap-up currently takes 2 months in our current model. Gala planning should start earlier, rather than wait for other FSCS events to be completed.</li> </ul> </li> <li>• Documentation and event transition: <ul style="list-style-type: none"> <li>○ Gala volunteers are creating a binder of information to be used as a reference for future years.</li> </ul> </li> </ul> <p>Tom Levandowski asked if a high-level timeline exists that the Board can refer to for this event. The Board expressed their sincere appreciation for all the work that Nancy Verhey and Susan Johnson have done over the past couple of years in planning successful Gala events.</p>	Susan Johnson

Unfinished Business		
Septemberfest Recommendation	<p>Dan O'Brien met with Tom Levandowski, Mark Lasswell, Mark McGinty, and Sue Riesgraf on March 28th to discuss options for Septemberfest 2011. Dan reviewed these options and the group's recommendation with the Board.</p> <p>The group recommended a scaled-down event with local band Boogie Wonderland for Septemberfest 2011. Mark McGinty put together a preliminary budget based on this option. This option reduces the pressure to obtain large sponsorships. Boogie Wonderland needs a commitment from FSCS as they have another request for the same date.</p> <p><b>Motion:</b> Marge Gruenes made the motion to sign and pay a \$500.00 deposit for Boogie Wonderland to play Septemberfest 2011.</p> <p><b>The motion was unanimously approved.</b></p> <p>By the May Board meeting, a Septemberfest Chair needs to be in place and logistics questions such as tent size need to be resolved.</p> <p>Sue Riesgraf discussed volunteer recruitment with the Board. Terese Shimshock suggested creating a podcast for volunteer recruitment, with a raffle incentive to watch the podcast. Sue can begin filming as early as this week. The goal is to have the podcast completed, advertised, and viewed April 27<sup>th</sup> (FSCS Volunteer Appreciation Day).</p> <p>The Board discussed also having a volunteer recruitment gathering to fill volunteer positions for Septemberfest 2011. The Board asked Sue to put together a proposal to dual-track recruiting efforts for overall volunteer needs (podcast) and specifically for Septemberfest.</p>	Dan O'Brien
2011-12 Budget Presentation (Special Guest: Jim Fink)	<p>The Board discussed the \$115,000 deficit for the 2010-11 school year. This deficit needs to be resolved for successful refinancing. This refinance is the most critical time for the school since the school opened in the year 2000.</p> <p>Jim Fink and the Finance Committee made the 2011-12 school year budget recommendation. Assumptions include:</p> <ul style="list-style-type: none"> <li>• Headcount of 550 students.</li> <li>• Salary scale upgraded 3%. The salary scale has not been upgraded over the past 2 years.</li> <li>• Fundraisers are budgeted for \$156,000.00.</li> <li>• Sue Riesgraf's fees will be paid through Capital Campaign monies.</li> <li>• No monies are currently budgeted for repairs. Any needed repairs will come out of Capital assets.</li> </ul> <p>With these assumptions, the budget is short \$45,000.00. The Board directed Administration to find the best way to reduce the budget by \$45,000.00 by April 19<sup>th</sup>. Jim will need to check the numbers and the Board will submit an electronic vote for the 2011-12 budget.</p>	Sheila Manahan
Executive Session	Occurred from 6:00 – 6:10pm and 6:20 – 7:25pm	Board
Closing Prayer	The meeting adjourned at 9:44pm	Sheila Manahan

Next meeting May 3, 2011 at FSCS • 6:00 pm - dinner & executive session • 7:00 pm – meeting