

## **Minutes of May 17, 2013 CSGK Board Meeting**

**Attendees:** Pastors: Fr. Creagan, Fr. Farrell; Lay Members: S. Bradshaw, J. Cavanaugh, S. Clark, K. VanderMolen; LAC Reps: J. Farrell, M. Romstadt, J. Simonds; Principals: T. Eastman, B. Reits, and A. Zommers; CSGK Staff: M. Anderegg, S. Harding

**Call to order:** 3:36pm

**Opening Prayer:** Fr. Creagan

**Approval of Agenda:** May 17, 2013

*Motion: Clark moves to approve Agenda; VanderMolen seconds. Motion passes.*

### **Approval of Consent Agenda:**

1. Minutes: April 26, 2013
2. Principal Reports
  - 2.1. Hackett Catholic Central (T. Eastman)
  - 2.2. St. Augustine Cathedral School (A. Zommers)
  - 2.3. St. Monica School (B. Reits)
3. Local Advisory Council Reports
  - 3.1. Hackett Catholic Central (J. Simonds)
  - 3.2. St. Augustine Cathedral School (J. Farrell)

*Motion: Farrell moves to approve Nicole Cekola, Jill Eastman, Stephanie Nobis, and Jill Williams as members of the LAC at St. Augustine; Clark seconds. Motion passes.*

- 3.3. St. Monica School (M. Romstadt)

*Motion: Romstadt moves to approve Marsha Blasen, Christopher Christian, Alan Darner, and Eric Zampedri as members of the LAC at St. Monica; Clark seconds. Motion passes.*

4. Committee Reports
  - 4.1. Enhancing Community (S. Bradshaw)
  - 4.2. Advancement (S. Harding)

*Motion: Clark moves to approve the Consent Agenda; Romstadt seconds. Motion passes.*

### **Financial Review:** Finance Committee (K. VanderMolen)

1. The Finance Committee reviewed the April 30, 2013 financial statements and expenditures are at 77.6% which is below 83.3% which is where we are at in our fiscal year.
2. The \$150,000 transfer from advancement will show up on the May financial statements. The budget included \$272,000 to be transferred and at this time, we do not need the full amount. We will transfer \$150,000 in May and if needed, transfer an additional amount based on how June ends up.
3. The annual fund revenues have exceeded the budgeted \$150,000 and the finance committee would like to earmark the excess funds up to approximately \$20,000 for the communications/enrollment position. We will wait and see at June 30, 2013, how much excess funds come in.
4. The committee reviewed the need for funding of a communications position to be responsible for retention and enrollment of all three schools. The committee determined that \$10,000 could be

funded from the reserve for shared services, which has a balance of \$135,000 for the current school year. The committee is still working on the details of this.

5. The committee discussed the new bank online payment portal which is ready to go.
6. Attached is the enrollment data to date. It appears we will be very close to budget. The budgeted enrollment is for 891 students. We are currently under that amount by 47 students (-3 at St. Augustine, -21 at St. Monica, and -23 at Hackett).
7. All 3 schools are working on door quotes for capital expenditures needed and St. Monica is also working on a quote for a new ramp for the portable classroom.

*Motion: Simonds moves to approve the Financial Statements for the ten months ended April 30, 2013; Clark seconds. Motion passes.*

**Other Business:**

1. MHSSA participation approval reviewed. This contract must be reviewed and approved each year.

*Motion: Simonds moved to approve Hackett's membership in the MHSAA; Clark seconds. Motion passes.*

2. A document was given to the Board which outlines a high-level approach to redesign the current CSGK Advancement Office and create a new structure incorporating additional positions to increase advancement, communication, and enrollment efforts with a direct goal of increasing enrollment and giving. This proposal plans for an increase in staffing of a replacement Advancement Project Manager and two part-time Specialists and a redistribution of current duties and other identified duties by all key associates. This will consist of a 2013/2014 Budget increase which will be funded by monies received by the Annual Fund in excess of the unrestricted \$150,000 budget line item. We have currently met and have exceeded that amount and anticipate approximately an excess amount of \$20,000. The cost for this proposal will not exceed that amount and will be funded through the 2013/2014 school year. The overall goals of this proposal is to increase our efforts to communicate our positive information about our schools in a consistent and professional manner using selected channels which will result in increased enrollment and giving. If this proposal passes, Clark will post the new positions first internally and then externally.

*Motion: Clark moved to approve the re-designation of the CSGK Advancement Office and create a new structure incorporating additional positions to increase advancement, communication, and enrollment efforts with a direct goal of increasing enrollment and giving; Bradshaw seconds. Motion passes.*

*Motion: There being no other business before the Board, Clark moves to adjourn; Bradshaw seconds. Motion passes. The meeting was adjourned at 3:45pm.*