

Date: Thursday, Oct. 6; 6pm

Attendees: Gerald Heath, Amy Dienes, Jody Maher, Angie Seger, Sara Horvath, Mike Baumann, Jay Hardman, John Berlin, Fr. Tom, Fr. Bob, Fr. Stanley, Larry Glendening, Beth McLoughlin, Jan Sullivan

Absent: Tricia Salvano, Charlie LaSata

- Welcome to Sara Horvath. Around the table with introductions.
- Motion to approve minutes: first Michael Baumann motioned to approve minutes from last meeting; second by Amy Dienes. Motion approved by board.
- All board members asked to sign code of ethics electronically.
- Appointment of Officers; John explained roles of officers. The following nominations were made:
 - Jay Hardman, President
 - Michael Baumann, VP
 - Angie Seger, Secretary
- Amy Dienes motioned to approved officers, Sara Horvath seconded the motion. Motion approved by board.
- Mike Baumann suggested we consider multi-year terms.
- Discussed committee structure; participants = faculty member/administration lead the committee, supported by a CCEC and possibly a Twin City Catholic Fund rep, priest if possible.
 - Advancement (includes Alumni Development)—John to chair; responsibilities include building the foundation, additional perspectives would be welcome once past the foundation building. Sara Horvath volunteered to join at the appropriate time.
 - PRIORITY: Strategic Planning—Jay Hardman to chair; important to get this work done so participants can move on to other committees.
 - School Improvement / Accreditation—Jody will provide more information about the work that needs to be done
 - The Catholic School Standards Project (our last cycle was in 2013)—Jody to chair; Jody to include CCEC via email for feedback on specific inputs. May want to use a future CCEC meeting time to discuss as needed.
 - Enrollment Management (more task focused, relationship building than Advancement)—John to Chair with support from Jan Sullivan; Sara Horvath volunteered to join.
 - NOTE: Spiritual Growth should be a component of each committee
- Admin Reports
 - Fr. Bob voiced his support of the schools.
 - Staffing changes—Jody Maher and Gerald Heath covered new and reassigned staff member at both buildings; Gerald spoke about reassignments within the MS/HS to boost strength of curriculum.
 - New Teachers

- Carolyn Zmrhal – TK
- Sarah Rouse - 5th Grade

Moves

- PS - Lorie Loebach moved from TK to 3yr old
 - Kindergarten - Jamie Hannapel
 - Mark Howkins - Middle School Social Studies
 - Helen Koch - Middle School & Sophomore Theology
 - Mary Jo Jager - Middle School Math
 - Tom Adams - Geometry and Algebra II added to his schedule
 - Kris Nuter - High School Physics added to her schedule
 - Linda Schemenauer - High School Social Studies
- John Berlin discussed Advancement progress that included his attendance at the national convention in Boston, receipt of PIM (Partners in Mission) action plan, and the completion of the Vision for the Future case statement. We have developed a foundation from which to build upon and will continue to work the 195 line action plan suggested by PIM. John is focusing his efforts on bringing others along with new concepts of how a Catholic school advancement efforts work. More emphasis is being placed on Advancement, supported by resources so school can grow. Will be working on establishing more planned giving opportunities (suggestion was made to partner with lawyer to offer work session/seminar on wills and estate planning). We still need to find resources to fund a Director of Advancement.
- Focus Areas for Advancement:
 1. Relationship Based Transactions
 2. Data Driven Intelligence
 3. Strategic Plan is the Core of the Effort
 4. Capital Campaign = Fund Strategic Plan
 5. Moves Management
 6. Branding Critical
 7. Advancing the Mission
 - Our plan:
 - Keep the momentum moving forward.
 - Procure the resources and staff the department.
 - Work the Action Plan
 - Complete the Strategic Plan
 - Execute the Strategies
- Jan Sullivan provided an update on Enrollment. We are two (2) students above last year which is a positive change in the efforts to reverse a three year trend. ACTION REQUESTED: Board members asked to remember to send photos/info of school and student activities to Jan for social media, newsletter. She reported that LMC has three (3) new exchange students and an opportunity for more. Getting the strategic plan completed is important in terms of how we position ourselves in our recruiting efforts.

She has learned a lot about outlining the admissions process as a result of the excellent content provided by the Boston Conference and PIM.

- Larry Glendening provided a thorough, year end financial review. A new area that Larry is looking at is the cost of education ES, MS/HS.
 - Lost two (2) students from 5th to 6th grade for the 2015-16 school year (compared to 13 students last year for the same grade transition)
 - Priests offered to get involved during the 5th/6th grade transition as encouragement.
- Discussed 2016-17 budget in detail.
- This might be a good time to start a campaign to build up funds to cover strategic investments
- Larry noted that 2019 is the 50th anniversary of LMC
- Discussed alternate investment (local bank) vs. sending money to diocese for investing. This will be revisited at our next meeting and an update provided.

Miscellaneous Business

- Discussed continuing our membership in BCS conference. Motion made by Amy Dienes, second by Sara Horvath. Motion approved by board.
- Discussed liquor license for Feb euchre license. Motion made by Beth McLoughlin, second by Jay Hardman. Motion approved by board. Coop for boys/girls track and girls soccer with Countryside (LMC primary); 2 years
- Discussed Coop agreement for girls soccer and girls softball with Grace Christian (LMC primary); 2 year commitment. Motion to approve MHSA agreement by Jay Hardman; second by Angie Seger. Motion approved by board.
- Discussed changes to bylaws:
 - Article 3. Section 1 Membership and Appointment: For the future board vacancies, Fr. Stanley recommended moving from appointments to elections for CCEC membership; believes this would lead to a better culture/transparency. Mike Baumann motioned to approve this change; second by Beth McLoughlin. Motion approved by board.
 - Development and Public Relations Committee renamed to “Advancement & Enrollment Management Committee”
 - Cadence of CCEC meeting: every other month plus committee meetings; 6-7:30pm; third Thursday of month.
- Amy Dienes motioned to adjourn the meeting; second by Angie Seger. Motion approved by board. Meeting adjourned at 9:20pm.

Respectfully submitted,

Angie Seger, Secretary