

Greater Lansing Catholic Education Foundation

March 10, 2009 Board of Trustees Meeting

Library – Lansing Catholic High School

Agenda

Time	Topic	Page	Lead	Action
6:30	Call to Order and Opening Prayer		Noeker	
6:35	Visual Roll Call		Noeker	
6:37	Approval of Agenda <ul style="list-style-type: none"> • Agenda 	Gold 1	Noeker	Decision
6:40	Approval of Minutes <ul style="list-style-type: none"> • January 13, 2009 	Blue 2-6	Gilliland	Decision
6:45	Report of Chair <ul style="list-style-type: none"> • Board plan/goals • Update on committee assignments • Nominations 		Noeker	Discussion Discussion Discussion
7:00	Finance Committee <ul style="list-style-type: none"> • Committee Report • Subsidizing Tuition Assistance Grants • Proposed Record Retention Policy & Schedule • Closing Some Parish T&E Accounts • January Financials 	Yellow 7-8 7 8-10 8 11-13	Platte	Review Decision Decision Decision Decision
7:25	Disbursements Committee <ul style="list-style-type: none"> • Committee Report 	Green 14	McHoskey	Review
7:35	CEA Committee <ul style="list-style-type: none"> • Committee Report • Proposed Friends Charter • CEA Revenue Report 	Lilac 15 15,16 17	Smith	Review Decision Review
7:55	Endowment Committee <ul style="list-style-type: none"> • Committee Report • Proposed Committee Charter • Proposed Council Charter 	Salmon 18 18,19 18,20	Andretz	Review Decision Decision
8:10	President's Report <ul style="list-style-type: none"> • Office Space • Holy Cross • Gifted Educator Award 	Pink 21-22 22-24 24	Casavant	Review Review Decision
8:20	Recapture of Meeting		Casavant	
8:25	Good and Welfare		All	

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Minutes

Call to Order and Opening Prayer: 6:35 p.m.

Noeker called the meeting to order and began with a prayer.

Visual Roll Call: 6:36 p.m.

Board Members In Attendance: Gary Adamo, Rob Andretz, Mary Jo Gilliland, Terry McHoskey, Michael Noeker, Mary Smith, Fr. David Speicher and Kay Wyszynski

Board Members Excused: Joel Platte

Staff in Attendance: Danielle Casavant

Approval of Agenda: 6:37 p.m.

The Agenda was accepted as presented.

APPROVED

Approval of Minutes: 6:38 p.m.

McHoskey moved, seconded by Speicher, to approve the minutes of the January 13, 2009 meeting of the Board of Trustees, as presented.

APPROVED

Report of the Chair: 6:39 p.m.

- Noeker reminded the trustees that an important vote regarding the office move took place between meetings. He asked if all were comfortable with the electronic voting and if any questions remained. Board members indicated they were comfortable with the process and the discussion that took place at the January meeting, prior to the vote.
- Reminder that committee planning and goal setting should run through the entire next fiscal year (ending June 30, 2010). Overall board planning and goals are a "trickle up" from the committees.
- Adamo agreed to serve on the Endowment Committee chaired by Andretz.
- The slate of officers for the 2009/2010 fiscal year will be presented for a vote at the May 2009 meeting, taking effect at the July 2009 meeting. Noeker will be contacting trustees to assess interest in leadership positions within the board. The board must find a pastor to serve on the board as Fr. Speicher's term ends in June. There is also the opportunity to add up to three additional trustees.

Finance Committee Report: 6:45 p.m.

Wyszynski presented the Finance Committee report in Platte's absence. Based on the board's recommendations at the January meeting and a review of the Foundation's financial position the Finance Committee recommend subsidization of the Catholic Education Appeal

- Wyszynski moved, seconded by McHoskey, to subsidize, from the GLCEF general fund, the Catholic Education Appeal (CEA) by no more than \$74,000. This amount will allow for \$100,000 (100, \$1,000 grants) in Tuition Assistance Grants and \$14,000 in Parish Religious Education program support (\$500 per parish).

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The subsidy will be reduced by any residual contributions to the CEA from gifts between the date of this recommendation and the end of the fiscal year.

APPROVED

In preparing for the office move, the Finance Committee wants to ensure a comprehensive record retention policy is in place. The board discussed the sources for the creation of this retention policy and schedule. It was recommended that off-site storage be procured for a full second set of digital/electronic records.

- Wyszynski moved, seconded by Gilliland, to approve the Record Retention Policy and Record Retention Schedule as presented with an amendment related to a plan for offsite storage of digital records presented for approval at the May 2009 meeting.

APPROVED

For the purposes of less cluttered accounting, the Finance Committee would like to close parish and school Trust & Endowment accounts that have little or no activity and minimal balances. The plan would be for the office to prepare a letter to each parish or school and inquire about the future activity of the fund. The letter will have a reply option embedded to allow for the small balance to be contributed toward the Catholic Education Appeal or to have a check issued to the school or parish.

- Wyszynski moved, seconded by Speicher, to contact any parish or school with a restricted Trust & Endowment account with a balance of less than \$500 to determine the future of that account and close if no activity is planned.

APPROVED

- Wyszynski moved, seconded by Andretz, to approve the Financial Statements as presented.

APPROVED

Disbursements Committee Report: 7:06 p.m.

As requested at the January meeting, the committee presented in the board packet a scenario showing how making awards based on family need would have changed the distribution of the awards that were paid out in 2008. Discussion ensued and it was reiterated that all grants awarded through the current application process (for school year 2009-2010) are for \$1,000. Families are eligible for one award per school they have children attending, maximum of two awards per family. The change from student need to family need is an internal processing change that will not be visible to applicants or differ from how the awards were described during the CEA. Any recommendations by the Disbursements Committee for changes in number, value or criteria for school year 2010-2011 will be presented no later than the July 2009 meeting.

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Catholic Education Appeal Committee Report: 7:15 p.m.

At Smith's request, Casavant presented for the committee. The CEA Committee Charter was approved in January and the committee is now following up with a charter for their Friends of the Foundation Group. The Group has been launched with announcements sent to schools and parishes requesting volunteers in mid-February. Casavant will follow-up with principals on Tuesday to engage more volunteers. Casavant addressed a question about the difference between the Friends group and the JPPII Council that will be discussed under Endowment Committee. Friends is in support of the Catholic Education Appeal (expendable dollars for tuition assistance and parish religious education support) and JPPII Council is in support of growing the endowment fund for long-term support and stability of the Foundation.

- Andretz moved, seconded by McHoskey, to approve the Friends of the Foundation charter as presented in the board packet.

APPROVED

Endowment Committee Report: 7:23 p.m.

Andretz reviewed the committee report and the proposed Endowment Committee Charter and John Paul II Council Charter. Discussion ensued and the board agreed to take the parenthetical statement describing the "major programs" of the Foundation as found in first paragraph of the Endowment Committee Charter as presented. Additionally, a typographical error "Jon" rather than "John" was noted, also in the first paragraph.

- Andretz moved, seconded by Wyszynski, to approve the Endowment Committee Charter as corrected at this meeting.

APPROVED

- Speicher moved, second by Noeker, to approve the John Paul II Council Charter as presented in the board packet.

APPROVED

President's Report: 7:43 p.m.

Casavant reviewed the report presented in the board packet. There was no new information on a move date or working with Holy Cross on a possible endowment fund. Casavant discussed the Mother Seton Gifted Educator award, recommending that the board fund two awards, one for a school teacher/administrator and one for a parish religious education teacher/administrator.

- Noeker moved, seconded by Wyszynski, to continue the gifted educator award program.

APPROVED

- Wyszynski moved, seconded by McHoskey, to make two awards of \$1,000 each to a school-based gifted educator and a parish religious education based gifted educator.

APPROVED

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Recapture: 8:00 p.m.

- A quorum was noted.
- Agenda was approved as presented.
- Minutes were approved as presented.
- Noeker will contact board members about a slate of officers, pastor representative and other board openings for the next fiscal year.
- Finance Committee sought and gained approval for:
 - Full subsidization of the CEA (100, \$1,000 tuition assistance grants and \$500 for each parish religious education program)
 - Record Retention Policy and Schedule with an amendment regarding off-site record storage at the May meeting.
 - Checking the status and closing inactive parish and school T&E accounts with values of less than \$500.
 - Financial Statements as presented through January 2009.
- The Friends of the Foundation Committee Charter was approved as presented.
- The Endowment Committee Charter and the John Paul II Advisors Charter were both approved as presented.
- The Mother Seton Gifted Educator Award will continue this year with two \$1,000 awards; one for a school-based educator and one for a parish-based educator. Casavant will prepare information about the awards and the application form for distribution at schools and parishes.

Good and Welfare: 8:06 p.m.

Speicher noted that he was pleased with the meeting ending early and owed it to the organization of the materials in advance of the meeting.

Adjournment: 8:10 p.m.

After adjournment interested board members viewed the new office space in its "under construction" status.