

Greater Lansing Catholic Education Foundation

May 12, 2009 Board of Trustees Meeting
Conference Room 104 – 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"> • March 10, 2009 	Blue 2-6	Gilliland	Decision
6:45	Report of Chair <ul style="list-style-type: none"> • New Diocesan School Tax • Nominations • Evaluation of President/CEO • Farewell to Fr. Dave 		Noeker	Discussion Discussion Discussion
7:00	Finance Committee <ul style="list-style-type: none"> • Committee Report • March Financial Statements • Addendum to Records Policy • Proposed Budget for FY10 	Yellow	Platte	Decision Decision Decision
7:25	Disbursements Committee <ul style="list-style-type: none"> • Tuition Assistance Grants report 	Green	McHoskey	Review
7:35	CEA Committee <ul style="list-style-type: none"> • Update on Friends • Letter sent to pastors 	Lilac	Smith	Discussion Discussion
7:55	Endowment Committee <ul style="list-style-type: none"> • Endowment Template • Committee Plan 	Salmon	Andretz	Decision Decision
8:10	President's Report <ul style="list-style-type: none"> • Office Space • Holy Cross • Gifted Educator Award • Fr. Steve Mattson 	Pink	Casavant	Discussion Discussion Decision Discussion
8:20	Recapture of Meeting		Casavant	
8:25	Good and Welfare		All	

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Minutes

Call to Order and Opening Prayer: 6:30 p.m.

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

Visual Roll Call: 6:31 p.m.

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

Staff in Attendance: Danielle Casavant

Approval of Agenda: 6:32 p.m.

The Agenda was accepted as presented.

APPROVED

Approval of Minutes: 6:33 p.m.

Wyszynski moved, seconded by Platte, to approve the minutes of the March 10, 2009 meeting of the Board of Trustees, as presented.

APPROVED

Report of the Chair: 6:34 p.m.

- Noeker called attention to the memo in the board packet regarding the new diocesan tax in support of Catholic schools. He noted that the Foundation does not yet understand what implication this new tax will have on our ability to fund raise with the non-schooled parishes, especially in the communities further from the city of Lansing.
- Noeker reminded the board that we are in need of a pastor representative to replace Fr. Dave. Fr. Mark Ingot was asked but has too much on his plate with the merging of St. Thomas and St. John Student Parish. Also there are up to three other vacancies that can be filled. Noeker and Gilliland have been discussing Charlotte Voisin of St. Joseph in St. Johns as a potential new member. More information on that nomination will be forthcoming.
- For the sake of continuity since so many board members are within their first year of service, Noeker recommended that the current officers continue for a second term in their positions. Platte moved, Gilliland seconded that the officers for July 1, 2009 through June 30, 2010 be as follows:
 - Michael Noeker, Chair
 - Terry McHoskey, Vice Chair
 - Mary Jo Gilliland, Secretary
 - Joel Platte, Treasurer

APPROVED

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- Noeker explained that it is time for the annual review of the President/CEO. He plans to employ a 360 degree review process, gathering information from Paula McKay, a few principals, a self assessment from Casavant, and input from all board members. Noeker will send out a form via email with specific questions for board members to answer about Casavant's performance. Board members will also have the opportunity to add their own personal thoughts and opinions beyond the questions provided. At that time Noeker will ask if any other board members care to participate in the evaluation process. After the results are tabulated, a discussion will take place at the July board meeting with acceptance of the evaluation by the board before conducting the annual review meeting with Casavant.
- Noeker presented Fr. Speicher with a framed certificate of recognition for his nine years of service on the board of trustees. He also informed Fr. Speicher that a \$100 contribution would be made in his honor to St. Thomas Aquinas School.

Finance Committee Report: 6:51 p.m.

- Following up on a request by the board to learn if it is possible to get more timely information on the standing of the Trust & Endowment accounts, Platte and Casavant met with Tom Pastula, director of finance for the Diocese of Lansing. As Platte suspected, because of the nature of the management structure with Michigan Catholic Conference, it is not possible to get updates outside of the diocesan reporting structure. However, Pastula did inform Platte that the diocese is moving from semi-annual to quarterly reporting on the T&E and under a new accounting system is optimistic that reports will be available with far less lag time than currently exists.
- Platte talked about the changes to the balances in the Trust & Endowment accounts. There have been substantial losses (\$673,000 this year), as well as withdrawals for program expenses, and large withdrawals from St. Therese. The funds we have held for parishes that previous listed as assets have been moved to liabilities. Platte uses a spreadsheet to track all of the accounts and will share that with the board via email and include it in future board packet mailings.
- Platte presented the financial statements and noted that he needs to work through some accounting procedures with McKay; therefore the balance of the Trust and Endowment accounts is slightly understated. Gilliland moved, seconded by Wyszynski, to accept the March financial statements with anticipated corrections as described by Platte.

APPROVED

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- Platte moved, seconded by McHoskey, to approve the amended Record Retention Policy as presented.

APPROVED

- Platte described a change in accounting procedure that will be instituted this fiscal year. Currently the process is to book the income from the Catholic Education Appeal in the year it is received and the commitments for tuition assistance grants when they are actually paid out, not committed. This means that one year's income pays the next year's grants. Platte will instruct McKay to create liability for the grants we have committed to for the next school year in this fiscal year. Although the grants will actually be paid in the next fiscal year they will be booked back to the liability in this fiscal year. Therefore, in future, the amount received in CEA will be the same amount paid out in grants for that fiscal year. This causes a change to the proposed budget as presented. The changes are making line 404000 \$56,000 and line 404400 \$0.
- Platte moved, seconded by Wyszynski, to accept the proposed fiscal year 2010 budget with corrections to lines 404000 and 404400.

APPROVED

Disbursements Committee Report: 7:48 p.m.

McHoskey presented the report on tuition assistance grant disbursements. He noted the increased need and the increased number of applicants. McHoskey indicated that the committee was pleased with the disbursements process and that the new criteria of overall family need seemed to achieve the goal of ensuring grants to the neediest families.

Catholic Education Appeal Committee Report: 7:52 p.m.

Smith provided the following updates:

- A letter was sent to all pastors in the region to confirm the date for CEA 2009 or ask for an alternative date, to inquire again about Friends of the Foundation, and to request the ability to use pre-printed parish envelopes for the CEA.
- There are currently four parishes/schools covered with Friends (IHM, St. Gerard, St. Mary Westphalia and Most Holy Trinity). Board members suggested working with parish councils and parish/school secretaries for further suggestions for Friends.

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Endowment Committee Report: 8:01 p.m.

Andretz reviewed the committee report, the endowment templates and the committee plan.

- Andretz moved, seconded by McHoskey, to approve the Endowment Agreement templates as presented.

APPROVED

- Andretz moved, second by McHoskey, to approve the Endowment Committee Plan as presented in the board packet.

APPROVED

President's Report: 8:07 p.m.

Casavant reviewed the report distributed at the meeting. With regard to Holy Cross, Platte noted that a meeting was scheduled for May 14, 2009 between the parish council and Monsignor Murphy to talk about the excess funds. Casavant discussed the Mother Seton Gifted Educator award, recommending that the board approve the winners as selected by the review committee (Smith, Adamo and Monica Noeker).

- Adamo moved, seconded by Smith, to approve Mary Nurenberg (St. Mary Westphalia) as school-based gifted educator and Emily Crockett (IHM) as parish-based gifted educator for 2009.

APPROVED

Recapture: 8:25 p.m.

Casavant reviewed the decisions of the board and activities board members agreed to carry out between meetings.

Good and Welfare: 8:27 p.m.

No board members offered suggestions for improving the meetings. It was noted that the Bylaws do call for a "pastor" not just a priest. This was referring back to the nominations discussion under the Report of the Chair.

Adjournment: 8:28 p.m.