

Greater Lansing Catholic Education Foundation

July 14, 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"> • May 12, 2009 	Blue 2-6	Gilliland	Decision
6:45	Report of Chair <ul style="list-style-type: none"> • Nominations • Pastor Representative • Evaluation of President/CEO 		Noeker	Decision Decision Decision
7:00	Finance Committee <ul style="list-style-type: none"> • Committee Report • May Financial Statements 	Yellow	Platte	Review Decision
7:25	Disbursements Committee <ul style="list-style-type: none"> • Committee Report • 2009 Tuition Assistance Grants Report & Recommendations 	Green	McHoskey	Review Decision
7:35	CEA Committee <ul style="list-style-type: none"> • Committee Report • Friends & CEA Status Update 	Lilac	Smith	Discussion Discussion
7:55	Endowment Committee <ul style="list-style-type: none"> • Committee Reports • Plan for Fall Event 	Salmon	Andretz	Decision Decision
8:10	President's Report <ul style="list-style-type: none"> • Holy Cross • Gifted Educator Award • CEA June Appeal Results • Recent Press Releases 	Pink	Casavant	Discussion Discussion Discussion Discussion
8:20	Recapture of Meeting		Casavant	
8:25	Good and Welfare		All	

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Minutes

Call to Order and Opening Prayer: 6:34 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, Joel Platte, and Mary Smith

Staff in Attendance: Danielle Casavant

Board Members Excused: Kay Wyszynski

Approval of Agenda: 6:37 p.m.

The Agenda was accepted as presented.

APPROVED

Approval of Minutes: 6:37 p.m.

Gilliland moved, seconded by Platte, to approve the minutes of the May 12, 2009 meeting of the Board of Trustees, as presented.

APPROVED

Report of the Chair: 6:38 p.m.

Noeker explained that he had made contact with the potential board candidate, Charlotte Voisin. Unfortunately, Mrs. Voisin is feeling overcommitted at the moment and feels unable to take on another volunteer activity.

Noeker reminded the board that we are in need of a pastor representative to replace Fr. Dave. Casavant offered that she was in communication with Fr. Dennis Howard of Most Holy Trinity and that it was likely he would agree to serve. Andretz suggested that if Fr. Howard is not able to serve that Fr. Reilly from St. Mary Cathedral might be another option to consider.

Casavant was asked to leave the room as the board members discussed the results of her employment evaluation. Noeker shared the feedback obtained from the evaluation forms sent to trustees, a couple of principals and Paula McKay, administrative assistant. The board was in agreement that a positive performance evaluation was in order. Members noted that much time had been dedicated to organizational infrastructure and future activities should focus more strongly on fundraising and building the endowment.

APPROVED

Finance Committee Report: 7:00 p.m.

Platte reviewed the financial statements presented in the board packet. He also shared his trial balance and explained how he ties the accounting statements to the diocesan investment account statements. An important note is that there appears to be a huge loss, and while some of the losses are due to the poorly performing economic markets, much of what appears to be losses are the moving of parish funds from assets to

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liabilities. In addition to this move, St. Therese Parish moved the majority of their parish fund from the Foundation account this year. The last major note is that the expenses related to moving the office were recorded as actual expenses. Platte explained that these will be shifted to become capital/fixed assets; he just needs to find the time to walk through the accounting process with McKay.

Platte moved, seconded by Andretz, to accept the financial statements as presented.

APPROVED

Disbursements Committee Report: 7:16 p.m.

McHoskey reviewed the concept of allowing two grants per family regardless of school for the next round of tuition assistance grants. He went over the thought process that led to this recommendation and spreadsheet that modeled the distribution of grants for the past two years if this had been the rule. [All of the background and models are included in the board packet for this meeting.]

McHoskey explained that Casavant would like to conduct three workshops to help parents in filling out their applications. Through questions from parents who did not receive grants it was discovered that many of those who questioned the results had not completed the application properly, doing them a great disservice. Andretz suggested that if a PowerPoint is created for the workshop, it should be posted to the GLCEF website.

Smith asked about changing the due date because the application is due before the IRS tax filing date. Casavant explained that she understands the concerns raised by parents about this timeframe, but in working with the school administrators who are trying to determine tuition payment plans, the whole process must be complete before May 1 of each year. Applications for financial aid at universities (FAFSA) are due even earlier and require the same kinds of tax documentation.

McHoskey concluded the report of the committee by explaining that the office staff would undertake a review of all available agencies that offer the application evaluation service needed for the tuition assistance grant program. Consideration will be given to whatever agency the Diocese of Lansing may choose for their tuition grant process, if they make a choice within the Foundation's schedule for this program.

McHoskey moved, seconded by Gilliland, for the 2010 Tuition Assistance Grant disbursement to be for up to two \$1,000 grants per family, based on total family need, regardless of school, with a maximum of one \$1,000 grant per student.

APPROVED

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Catholic Education Appeal Committee Report: 7:40 p.m.

Smith reviewed the information regarding parish responses to the Catholic Education Appeal survey/letter. Response has not been great. She and Casavant will continue to follow-up with those parishes that have not yet responded.

Endowment Committee Report: 7:45 p.m.

Andretz reviewed the committee reports provided in the board packet. The committee met twice since the May meeting in order to get planning underway for a special event to raise funds for the endowment. With some guidance from former board member Dave Johnson, the committee is trying to work with the bishop's office to plan the event around him and focus on the future of Catholic schools. At this point there has been no return communication from the bishop's office about his interest or availability. Casavant continues to pursue.

President's Report: 8:00 p.m.

Casavant apologized for having a new agenda item that she had forgotten to mention during the approval of agenda portion of the meeting. Casavant raised the issue of the payments planned to parishes in support of religious education. Originally the amount being offered to religious education was to be based on what was raised during the Catholic Education Appeal. At the March meeting, due to time constraints in proceeding with the tuition assistance grant application process, the board generously agreed to fully fund the tuition grants and parish religious education programs as if the CEA had been a complete success (met the goal of \$125,000). This meant payments of \$500 to each of the 28 parishes in the region.

Casavant explained that it wasn't until a week after that meeting that the Trust & Endowment statements from the diocese became available. These statements showed a 20% loss to all funds. Immediately upon seeing these statements, Platte commented that if he had known it was going to be that big of a hit he would not have recommended or been in favor of the full funding.

Casavant felt it was important to bring this to the attention of the board so that they might discuss whether the March decision should be reconsidered. Casavant explained that she could see the issue from both sides, but felt it was her fiduciary responsibility to at least present the concept of reconsideration.

A thoughtful discussion took place amongst the board members regarding the pros and cons of reconsidering the \$500 payments to each parish. The conversation concluded with a request for Casavant to compile the various communication pieces that were sent from the office regarding the CEA in the fall of 2008 and the board decisions thereafter. The board agreed to continue the discussion of this topic over email and either take up a vote, if it gets to that point, or revisit at the September meeting.

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Casavant reported that she had a conversation with Monsignor Murphy regarding the possible Holy Cross Endowment Fund. It appears that the Foundation will be receiving \$167,000 from the Holy Cross/St. Mary Cathedral to set up a fund. The details of how the fund should be managed and appropriate uses for the funds earnings will be worked through with the new rector of the cathedral, Fr. Bernie Reilly, as well as representatives from the former Holy Cross parish.

The second gifted educator award was presented to Emily Crockett at Immaculate Heart of Mary on July 8, 2009. A press release with photo will be sent to the Lansing State Journal and the Catholic Times.

A solicitation for the tuition assistance grant program was mailed in June. It has resulted in additional \$20,000 in donations to support the tuition assistance grants for the upcoming school year. Contributions continue to trickle into the office on a daily basis. The cost of the mailing (printing, processing and postage) was about \$1,700.

Press releases were issued to the Lansing State Journal, the Catholic Times and Faith Catholic for the first gifted educator award to Mary Nurenberg and to announce the Tuition Assistance Grants. The Nurenberg story was covered in the local (Westphalia/Portland) edition of the LSJ. An inquiry was made about the tuition assistance grants release from the Catholic Times, but at this point we have not seen coverage.

Recapture: 8:32 p.m.

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

Good and Welfare: 8:34 p.m.

Platte discussed the pros of moving to a quarterly meeting schedule. It would benefit him personally with regard to his work obligations. He also stated that it would allow committees more time to make progress on their assigned activities between meetings. Casavant was asked and confirmed that from an office/administrative standpoint she saw no problem with at least trying a new meeting schedule. Noeker added that with a lot more systems and policies in place, it should be easier to make a master schedule of regular decisions that must be made at particular meetings.

Platte moved, seconded by McHoskey, to go forward with the regularly scheduled September meeting and then begin quarterly meetings starting in November. The proposed meeting schedule would be the second Tuesday of February, May, August and November of each year.

Approved

Adjournment: 8:46 p.m.

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