

Greater Lansing Catholic Education Foundation
September 10, 2008 Board of Trustees Meeting

Agenda (As amended)

Time	Topic	Page(s)	Lead	Action
7:00	Call to Order and Opening Prayer		Noeker	
7:05	Visual Roll Call		Noeker	
7:07	Approval of Agenda		Noeker	Decision
7:10	Approval of Minutes <ul style="list-style-type: none"> • July 9, 2008 	Blue 1-6	Noeker	Decision
7:15	Finance Committee <ul style="list-style-type: none"> • Financial Statements • Financial Policies • Investment/Expenditure Policies 	Yellow 9-11 Yellow 14-19 Yellow 20-21	Platte	Decision Decision Decision
7:35	Executive Committee <ul style="list-style-type: none"> • Proposed Bylaws Changes • Committee Chairs and Members • Evaluation of President/CEO 	Salmon 22-27	Noeker	Decision Discussion Decision
8:00	Disbursements Committee <ul style="list-style-type: none"> • Religious Education • Disbursement Policies 	Green 32-36	Smith	Decision Decision
8:25	President's Report <ul style="list-style-type: none"> • Smart as a Catholic School Kid • Pulpit Appeal 	Handout	Casavant	Decision Decision
8:40	Recapture of Meeting		McKay	
8:45	Good and Welfare		All	
9:00	Adjournment		Noeker	

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Minutes

Call to order and opening prayer

Noeker called the meeting to order at 7:00pm with a prayer.

Visual Roll Call

Board Members In Attendance: Gary Adamo, Rob Andretz, Terry McHoskey, Mike Noeker, Joel Platte, Mary Smith, Fr. Dave Speicher and Kay Wyszynski

Board Members Excused: Mary Jo Gilliland

Staff in Attendance: Danielle Casavant, Paula McKay

Approval of Agenda

The Agenda was accepted with amendments to reverse the order of the two Executive Committee items and add a third item; President/CEO evaluation.

APPROVED

Approval of Minutes

The minutes for the July 9, 2008 meeting of the Board of Trustees were approved as presented.

APPROVED

Finance Committee

Platte provided an overview of the Finance Committee meeting held August 24, 2008. Key topics were financial reports, Finance Committee Charter, Financial Policies, and Endowment Investment and Expenditure Policies.

- The Financial Statements for the fiscal year through June 2008 were accepted as presented. With the understanding that the statement will be corrected to reflect the interest earned when the statement arrives.

APPROVED

- The Financial Policies were present for approval. These policies address concerns addressed by the FY 07 audit and will be sent to the Diocese for final approval.

APPROVED

- The Endowment Investment and Expenditure Policies were presented for approval. Platte explained that the Bishop expressed concern that the Foundation was distributing a larger percentage than it should.

APPROVED

- The Finance Committee Charter was presented for approval. An amendment was made to combine sentences one and two under "Committee Membership" heading to read: "The Treasurer serves as Chair of the Committee with at least one other trustee serving as a committee member."

APPROVED

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Executive Committee

Noeker presented the proposed bylaws and explained the reason for the changes. The proposed bylaws revisions are intended to simplify the language and allow greater flexibility for the board and staff to carry out the mission of the Foundation.

After discussion of the Treasurers responsibility to the board and within the Finance committee, the change to the Finance committee charter was agreed upon and the changes were made to the Finance Committee Charter (as described above).

APPROVED

The three standing committees as stated in the new bylaws are Finance, Nominations, and Distributions committees. Each standing committee chair is appointed by the Chair of the Board of Trustees.

- The Finance Committee chair is automatically the Treasurer, Platte.
- Noeker volunteered to act as interim chair of the Nominations Committee while other trustees discern their interest in this or other soon to be formulated ad hoc committees. Trustees are encouraged to forward names of any potential trustees to Noeker for consideration by the full board.
- McHoskey volunteered and was appointed by Noeker as the Distribution Committee chair. Smith agreed to serve on this committee.

A point of clarification was made regarding terms in light of the newly approved bylaws. Andretz, Smith and Wyszynski all agreed that their first year of service is filling a vacancy on the board. Each would be eligible for two full three-year terms beginning June 1, 2009.

McKay and Casavant were asked to leave the room, while the Board members discussed the evaluation of the President/CEO (Casavant). After McKay and Casavant returned Noeker stated that Casavant successfully completed her probation period and, in consideration of time, he would share the full board discussion with her at their regular weekly meeting next Tuesday. Official documentation of the evaluation will be placed in Casavant's personnel file.

Disbursements Committee

Smith reported on the Disbursements Committee meeting held on August 20, 2008. The meeting resulted in four action items for the board to consider; support of religious education, Disbursement Policies, Catholic Education Appeal and the committee Charter.

- Bishop Boyea, Monsignor Murphy and Monsignor Raica all expressed their strong desire to have the Foundation continue to support Religious Education programs throughout the Lansing Region of the Diocese. Therefore the committee recommends the religious education portion of the GLCEF budget be increased

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from \$6000 to \$6250 to allocate a \$250 disbursement in support of Religious Education to each of the 25 parishes in the Lansing Region of the Diocese.

APPROVED

- The Disbursement Policies were presented for approval. The strengthened policies are to ensure responsible and appropriate management of donor restricted funds, a fair and equitable process for distributing all need-based tuition assistance dollars entrusted to the Foundation and for transparent tracking of all disbursement activity. There was some conversation about the possibility of increased tensions with Lansing Catholic Central High School, but all trustees were in agreement that these changes are needed for responsible and transparent management of the Foundation and its assets.

APPROVED

- The Disbursements Committee recommended that the Foundation move forward with a 2008 Catholic Education Appeal (funds raised to be distributed in FY10), including a pulpit appeal the weekend of November 15 and 16, 2008, mailed solicitations to past donors, personal asks of higher level donors, mailing of a Footnotes newsletter, and possible advertisement and envelope in the FAITH magazine. The goal for the Appeal is recommended to be \$125,000 with 80% of funds raised for school tuition assistance grants, 10% for religious education, and 10% for office overhead.

APPROVED

- The Disbursements Committee Charter was presented for approval.

APPROVED

President's Report

Casavant attended the Regional Principals meeting on Tuesday, September 9, 2008. During this meeting she explained the concept of the "Are You as Smart as a Catholic School Kid" event. She surveyed the principals on their willingness to assist with different activities related to planning and implementing the event and presented a summary of that survey to the Board. The principal's response was extremely positive. The trustees agreed that the staff should move forward with this theme and the anticipated date of April 18, 2009.

A summary was also presented regarding different venues for the event. There was discussion regarding, an upscale location adding a sense of elegance and sophistication to the evening. This was tempered by the idea of making it accessible to the majority of the families served by Catholic schools. Casavant will re-examine facility options.

Good and Welfare

No distinct recommendations for future meetings. General positive comments were made regarding the amount of material covered.

Adjournment: Meeting adjourned at 9:37pm

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Recapture

Agenda was accepted with the following changes: in Executive Committee report the two items were exchanged and Evaluation of President/CEO was added.

Minutes were accepted as presented.

Finance Committee

- Financial Reports were accepted as presented with the understanding that there will be an update when the August statement arrives.
- Financial Policies were approved as presented.
- Finance Committee Charter was approved with a change made to the first two sentences under Committee Membership.
- Endowment Investment and Expenditure Policies were approved as presented.

Executive Committee

- Proposed Bylaws were approved as presented.
- Committees were formalized and Chairs were appointed
 - Finance Chair, Platte, Wyszynski agreed to be a member
 - Disbursement Chair, McHoskey, Smith agreed to be member
 - Nomination Chair, Noeker (interim)
- Review of President/CEO resulted in announcement of Casavant's successful completion of probation period with formal evaluation comments to be placed in personnel file (Noeker).

Disbursements Committee

- Religious Education reaffirmed as commitment with distribution to all Lansing Region parishes this year.
- Distribution Policies were approved as presented.
- 2008 CEA plan was approved as presented.
- Disbursements Committee Charter was approved as presented

Presidents Report

- The "Are You as Smart as a Catholic School Kid" event concept has been endorsed by the trustees.
- Venue for the event is still in question, more research will be done (Casavant)