

## MINUTES

### SPRINGFIELD CATHOLIC SCHOOLS DEVELOPMENT BOARD

#### SPRINGFIELD, MISSOURI

**MEETING DATE: THURSDAY, NOVEMBER 6, 2008**

**LOCATION AND TIME: THE FRISCO BUILDING – NOON**

**Members Present:** Susy Barr, Cindy Curtis, Laura Danegger, David Duncan, John Ghirardelli, Bill Hennessey, Jann Holland, Ken Neu, Nick Sanders, Randy Saul, Jamie Scott, Janet Weber, Jean Gruetzemacher, and Amy DeMelo

**Members Not Present:** Keith George, J W Gibbs, Michael Homeyer, Cheryl Knox, Laura McCaskill, Charlie Meek, Tim O'Reilly, Bruce Swisshelm II, and Maura Taylor

**Opening Prayer:** Jean opened the meeting with a prayer.

Bill Hennessey passed around a sign-up sheet for Board members who are interested in serving on a committee to review the current Development Board Bylaws. He also distributed a sign-up sheet for those interested in volunteering to open the monthly meetings with a prayer.

**Approval of Minutes:** A motion was made by Randy Saul and seconded by John Ghirardelli to approve the regular October Board meeting minutes as well as the minutes from the October Development Board Retreat as written. The motion was approved 12-0-0.

#### **Reports**

- **Director of Schools** – Amy thanked the Development Board for hosting Emerald Evening XV as well as Jean Gruetzemacher, Director of Development, and Margaret Duncan, Emerald Evening XV Chairperson, for their time and effort in planning this year's event. She also noted the generosity of those who attended the event. She stated the principals will be meeting on Tuesday to discuss the immediate technology needs. Amy also stated that general discussions have begun in regard to incrementally adding funds to the annual budget for technology.

Amy reported that Parent/Teacher Conferences were well attended. She noted the importance of parental involvement in the educational success of their children.

Amy informed the Board that discussions are currently taking place in the Springfield Public School System with regard to possible future redistricting. She noted that redistricting could impact surrounding school districts as well as Springfield Catholic Schools. Some discussion followed.

Amy referred to the handout of the revised 2008-09 budget that was approved by the School Board in October. She noted it was a balanced budget.

Amy referred to a handout of current enrollment numbers, noting the withdrawal of three (3) students at the elementary level and one (1) student from the high school since the budget was revised.

- **School Board** – Dave reported a presentation was made by a representative from the

Springfield Catholic High School Maintenance and Construction Activities Committee that addressed three current maintenance issues at the high school. Dave noted the issues that were addressed were the humidity control problem in the Library, water leakage problems, and the heating and cooling system in the gym. The Board provided approval for the administrators to pursue through the proper channels the correction of these problems. Dave reported the committee also recommended the formation of a subcommittee to begin discussion of a comprehensive facility study.

Dave reported the School Board approved the 2008-09 revised budget. He reminded those present that the next School Board meeting will be held on Thursday, November 13, in the Library at Springfield Catholic High School. He encouraged attendance.

- **Development Office** – Jean introduced Lindsey Smotherman, a new employee at the Central Office, who is working in both the marketing and finance departments.

Jean informed the Board of two (2) articles that recently appeared in the News-Leader.

Jean referred to a handout of the Development Office fiscal year-to-date gift summary report. She noted current donations/pledges to Annual Fund totaling approximately \$42,000 toward the goal of \$180,000. She reported the general solicitation was mailed recently. Parishioners were addressed at all the English-speaking Masses recently for the Parish Appeal. An end-of-year solicitation will be mailed later this month. She reminded those present that the Phoneathon will take place in January. Jean announced a letter from Bishop Johnston encouraging donations to the Annual Fund will be included in the Annual Report to be mailed in the near future.

Jean reported that Emerald Evening XV netted \$76,000. Ten percent of the net will be given to the Endowment Fund. She noted a post-action meeting will occur on November 19. Consideration for holding this event later in the school year, beginning in 2010 of the 2009-10 school year, will be discussed. Some discussion followed. Bill stated that follow-up discussion will take place at the December Development Board meeting.

Jean reported that an after-action gathering was held by those involved with this year's Pot of Gold fundraiser. She noted a decrease in funds raised from \$35,000 last year to approximately \$20,000 this year. Reasons for decreased sales this year and ways to improve sales next year were discussed at the meeting. Jean stated that Cheryl Knox and Laura Dannegger have agreed to co-chair this effort next year. Jean shared ideas that have been discussed to help sell the excess books printed this year. Discussion ensued with additional suggestions shared.

Jean announced that Kelly Layman has agreed to chair Dancing with OUR Stars to be held at the University Plaza Conference Center on August 29, 2009.

- **Committees**

Alumni Relations – Jean reported in Bruce's absence that the committee met. Members shared information as alumni of other institutions. A meeting with local St. Agnes/Springfield Catholic High School alumni in the twenty (20) to forty (40) year age group is scheduled for November 12 at the Central Office to begin discussing the formation of an alumni association.

Marketing – Jann reported the committee discussed ideas shared at the alumni relations meeting. The committee discussed ways to improve the process used for people seeking information on the school system. Discussion followed. The committee also discussed ways to involve former Development Board members.

Jean sought volunteers to help man a booth this weekend at the Women's Expo to be held at the Ozark Empire Fairgrounds. She passed around a sign-up sheet. Jean reported that Jann and Russ Holland have designed and produced a display board for the school system that will be premiered at the Women's Expo and will be available for use at future functions.

### **Old Business**

- **President's Report**

Review of Development Board Bylaws – Bill announced that Dave Duncan, Janet Weber, Susy Barr and Ken Neu had volunteered to serve on the committee to review the Development Board Bylaws. He noted the assignment of Tim O'Reilly to also serve on this committee. He thanked all for their willingness to serve on this committee.

Overview of Retreat – Bill suggested referencing the Development Board Retreat minutes for an overview.

Bill thanked Margaret Duncan for her service as this year's Emerald Evening chairperson.

### **New Business**

- **Phone Survey** – Dave reported that Mark Ellickson has formulated his questions for the survey. A meeting will be held next week to present these questions to the phone survey committee. Further reporting will be made to the Board in December.

A motion was made by Susy Barr and seconded by Janet Weber to adjourn the meeting.

The meeting adjourned at 1:05 p.m.