



**Minutes: Board Meeting
August 2, 2017 (4:00pm – 5:30pm)**

Present: Bob Lisi (Chair), Hilaire Hauer (Vice Chair, Interim President), Paul Fitzgerald (Treasurer), Cynthia Zook (Executive Committee), Fr James Bissonette, Mary Lou Jennings, Fr. Richard Kunst, Fr Ryan Moravitz, Karen Newstrom, Stephen Olson, Sister Edith Bogue (Secretary).

Excused: Laura Schauer, Fr Peter Muhich

1. **Opening Prayer** led by Fr. Ryan Moravitz.

Approval of the Agenda. By acclamation.

2. **Comment from the public**

Jennifer Deming, leader of the Parent Groups for Stella Maris and leader of the group on the Holy Rosary Campus, spoke to the Board. She reported that there is a Parent Board fully staffed for each campus, and they are having campus meetings. She attended the meeting to see how the budget process is playing out and to be a liaison to the Parents Groups.

3. **Mission Moments**

A few members shared experiences of growing awareness of Stella Maris Academy in the area, some excitement about new possibilities, and their own awareness of the gift of a Catholic education.

4. **Approval of minutes**

Fr. Kunst moved (seconded) to approve the minutes of the retreat. Motion carried.

5. **Board Communication**

Posting of meeting minutes. Minutes of meetings since the formation of Stella Maris Academy will be copied onto our approved letter head and posted to the website.

Letter for start of school year

Chair Bob Lisi drafting letter to put into packet sent to families for the start of the School Year. Hilaire Hauer will write a letter from the Office of the President. The letters will

highlight the work that has been done, improvements at the sites, and information for the coming year.

6. Interim Vice Chair nomination

Hilaire Hauer cannot serve as Vice Chair of the Board due to her position as Interim President of Stella Maris Academy. Fr. Ryan Moravitz was nominated and accepted the nomination.

Sister Edith Bogue moved (seconded) that Fr. Ryan Moravitz be elected as Interim Vice Chair. **Carried.**

7. Brand Development

Presentation by Erin Makela about the next step of branding for Stella Maris Academy. Having worked on the visual aspects of branding, we now need to work on the language and words we use. As Board members, we need to convey a similar message using similar language. During the meeting, we considered the words and phrases in our Mission, Vision and Values. A draft identity statement was put forward as a basis for future work.

HOMEWORK for each Board member: Craft a message using the language that we have from the Mission, Vision, and Values that you could memorize and say easily. Several members spoke to the importance of including our Catholic identity.

8. Formation Model

The Board continues to discuss the Formation Model. It is more than curriculum, and more than the religious education class time, although it informs and flows from both curriculum and religious education.

9. Organization Employees

President selection process

One candidate was interviewed, but the position was not offered to that person.

Faculty and staff placement

There are still several positions posted, and the hiring process is ongoing.

10. Committee Updates/Proposals

Executive Committee – Met to set agenda for this meeting. See minutes.

Transition Team – Provided a handout on tasks planned and accomplished.

Development – Working on two tracks. There is a short-term development plan to raise the amount identified in the draft budget during the year. A second, long-term development plan, is also being created; the first step is the writing of a case statement.

Information was provided about the possible salary needs for a Development Director, and about seeking grants.

Stella Maris will also need a group of volunteers for development events and activities. Organization for the fall dinner is almost completed. The Development Committee is still gathering information on various historical fundraising programs. The parishes on which SMA campuses are located have committed to continuing to give at the level they did in previous years.

Finance - The current draft 2017-2018 Budget was distributed. There is fluidity in staff, fees and other areas. Therefore, we are not yet able to propose a final budget. The Board discussed the need for fees, and the amount that should be set.

Steve Olson moved (seconded) that SMA charge a \$175 fee per student, maximum \$350 per family in the 2017-2018 school year. Carried.

Facilities – The lease agreement format has been completed, and it is ready to be implemented on each of the campuses.

High School Task Force – Provided a revised timeline.

Technology – Options for upgraded network infrastructure were discussed. An option that allows us to make some improvements immediately but take longer to consider major investments is under exploration.

11. Remaining 2017 Board Meeting Dates (4:00pm-5:30pm unless noted otherwise)

Board Meeting (4:00-5:30pm)	Executive Committee Meeting
September 7	August 24
October 5	September 21
November 2	October 19
December 7	November 23 or alternate date

All-Campus Mass is Sept 26 at 10 a.m. at the Cathedral.

Bishop's Dinner is on October 22 (Changed to October 29, 2017 since the meeting)

Accreditation Visit is October 22-26.

12. Closing Prayer was led by Chair Bob Lisi

*Respectfully submitted,
Sister Edith Bogue*