Meeting of Lourdes Academy Board of Trustees
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI
November 14, 2018
6:15 pm

Call to Order, Opening Prayer and Pledge:
Andrew Thorson called the meeting to order at 6:15pm. The meeting opened with prayer led by Fr. Tom, followed by the Pledge of Allegiance.

Roll Call: Tom Baum, Kevin Corkin, Gina Hafemeister, Diana Hellmann, Fr. Tom Long, Tom McDermott, Mary Pogue, Andrew Thorson, Tony Wihlm
Excused: Dave Flora
Absent: Joe Brooks
Others present include Sarah Dempsey, John Dinegan, Jon Fleming, Gavin Meyers, Lois Reischl

Open Forum:
• Nothing brought forward

Approval of Agenda:
• Tom Baum motioned to approve the November 14, 2018 agenda. Tom McDermott seconded the motion. The motion carried.

Approval of Minutes:
• Mary Pogue motioned to approve the October 17, 2018 minutes. Diana Hellmann seconded. Motion approved.

President’s Report:
A. Gavin Meyers, Junior Representative, was welcomed to the Board of Trustees
B. Enrollment Coordinator has been hired. Heather Thorson will start on December 10th. Heather comes from the marketing area of Wells Fargo 401(a) division. She is a graduate of Marquette with a degree in Communications.
C. Strategic Planning Discussion
   a. Handout of Strategic Planning document and discussion
   b. This is a working document that will be updated at each month’s Board meeting.

Reports and Communications:
A. Lourdes Academy Foundation Report:
   • A meeting took place with the Oshkosh Area Community Foundation to understand our funds and fund management.
   • At the last Foundation Board meeting:
     a. Discussion on fund raising initiatives
     b. The Board is looking at developing a bequest handling policy.
     c. Tony will be working on a budget for the Foundation
     d. Status on the mold remediation and roof repair on the CBO was given.
   • John reported that Tony Wihlm has brought a fresh look and ways to be proactive. Thank you Tony for your efforts and dedication.
B. Parish Representative Communication
   • St. Jude will be developing an informational group for Fr. Louis.
   • Mary Pogue was introduced at the MBS parish annual meeting as the parish representative to Lourdes. They continue to make the parish/school connection stronger.
   • It was suggested to publish the number of students from each parish that attend Lourdes.
   • Gina Hafemeister is working with St. Raphael parish to have a weekend where LA students serve. This may happen in the spring.
C. Student Representatives Report – Gavin Meyers reported:
   • Alpin Hong, international piano player, has contacted Mrs. Sorenson to coordinate a concert in 2020 with the Lourdes band and other Oshkosh high schools. Students are excited about this opportunity.
• Jason Evert spoke to the high school students on chastity. He took this generally awkward topic and made it presentable.
• The high school band presented a Halloween concert at the elementary school. The younger students really enjoyed it.
• Musical auditions took place earlier this month and the cast list has been posted.
• The annual Blood Drive took place on the 7th. Many students participated.
• Holiday Parade took place last night. Even though it was cold it was a lot of fun.

D. Advancement Report
• The advancement report was passed out. No questions or comments on the report.
• Auction summary was handed out, reviewed and discussed. The video was outstanding – send a thank you card to Candee?
  a. The Teacher Wish list was very well received by those that attended.
• An “Our Lady of Lourdes” planned giving society card will be included in the annual appeal mailing.
• The group of volunteers that came to stuff the annual appeal finished in record time, 6 hours. In the past it has taken staff and a few volunteers two or more days to complete this project. The group of volunteers did an outstanding job!

E. Curriculum and Instruction Report
• Battle of the Books (BOB) was explained.
• In addition to his report, Jon handed out MAP, PreACT and ACT data charts and presented.
• Discussion on interests and strength studies for students. This isn’t included in the PreACT. Gavin reported that there is a tool that is used in middle school and then reviewed as the students reach their junior year that looks at interests and strengths.

F. Committee Reports
• Finance Committee
  a. Financial documents were handed out to the Board members.
  b. At the finance committee meeting, held in the morning:
     1. Facilities activity was discussed at great detail.
     2. The goal at the Finance committee meeting this morning was to look at shortfalls. Benefit selection, tuition shortfall, development shortfall are risks that need to be reviewed. These items need to be attacked in the next seven months to address bringing this back to a balanced budget.
     3. Next month, Finance will need to present the start of the 19/20 budget to the Finance Committee along with proposals for tuition rates.
     4. Tony has proposed that the 19/20 budget be presented for a $50,000 positive budget.
     5. Health benefits will be discussed with the Diocese.
  c. It was asked if there is a Development benchmarking report from the Diocese. This was discussed.
• Facilities Committee
  a. No questions brought up
• Marketing Committee
  a. No report
• Advancement/Development Committee
  a. No questions brought up
• Human Resources Committee
  a. No questions brought up

New Business:
A. Immoral Conduct Policy
  a. This is the first review of this policy. If there are any questions or comments, please contact Lois. This policy will be brought up for approval at the December meeting.

Old Business:
A. Nothing brought up

Announcements:
• Nothing brought up

**Future Agenda Items:**
- Budget discussion – December
- Tuition approval - January

**Adjournment:**
A motion was made by Tom McDermott at 7:47pm and seconded by Gina Hafemeister to adjourn. Motion carried.

Respectfully submitted: Lois Reischl, Recording Secretary