Meeting of Lourdes Academy Board of Trustees  
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI  
August 16, 2017  
6:30 pm

Call to Order, Opening Prayer and Pledge:  
Andrew Thorson called the meeting to order at 6:35 pm. Opening prayer was led by Sister Pam, followed by the Pledge of Allegiance.

Roll Call:  
Sr. Pam Biehl, Dan Buttke, Jim Fay, Dave Flora, Diana Hellmann, Rob Kleman, Tom McDermott, Mary Pogue, Andrew Thorson  
Excused: Tom Baum, Randy Walter, Michelle Wihlm  
Others present include Karen Boehm, Sarah Dempsey, Jon Fleming, John Dinegan, Lois Reischl

Open Forum:  
- Nothing brought forward

Approval of Agenda:  
- Dan Buttke motioned to approve the August 16, 2017 agenda as amended; moving Planned Giving – Charitable Lead Trusts to follow Approval of Agenda and changing 8. New Business to 8. Official Action. Tom McDermott seconded the motion. The motion carried.

Planned Giving – Charitable Lead Trusts – Nick Behnke spoke to the subject of Charitable Lead Trusts. Presenting this to the Board of Trustees as a talking point for potential donors.

Approval of Minutes:  
- Mary Pogue motioned to approve the June 21, 2017 minutes. Jim Fay seconded. Motion approved.

President’s Report:  
A. John Dinegan discussed the rationale behind the engagement of Meitler Group to assist Lourdes in the creation of vision and strategic plan.  
   a. The contract has been signed and they will be on hand in the office September 5 and 6, 2017  
C. Update on 9th Street property; John Dinegan is investigating the history and any restrictions. There are no restrictions. Two appraisals need to be obtained for the best use of the property and current use, per the diocese’s request.  
D. A meeting was held with the Diocese this afternoon in Green Bay; the diocese is on board to assist in any way they can. The partnership is strong. Very positive dialogue to address financial challenges, proxy process, capital campaign, etc. Lourdes is on the path with a clear understanding of the process to move forward.  
   a. John Dinegan will work with Communications Department at the Diocese.  
   b. Joe Bound has helped to reconnect Lourdes with the diocese and assisted with a deeper look at the partnership with the diocese.  
   c. Thank you to Dan Buttke and Sarah Dempsey for your efforts to prepare financial statements for the meeting at the diocese this afternoon.

Reports and Communications:  
A. Lourdes Academy Foundation Report:  
   o At the last meeting discussion was held on potential change in direction and growth in a different way to
support Lourdes Academy. The role of the Foundation may be different in the future.

B. Building committee meeting –
   o No meeting held; good conversation held at the Diocese today including Barb Wiegand. Director for the GBD Facilities and Properties.

C. Capital Campaign
   o No meeting held; could be a financial benefit to utilize common resources through the upcoming Diocesan Capital Campaign.

D. Strategic Plan –
   o Curriculum and Instruction Report –
     o Correction on BYOC information included in the meeting materials; the training took place today.
     o Administration is excited about the process and level of engagement of the teachers that attended the training.
     o Good feedback from those that attended the training.
     o This is a two year process.
     o Discussion held on high school AP courses.

• Finance Committee –
  o The Finance Committee meeting was geared toward the preparation of reports for the diocesan meeting.
    ▪ Lourdes ended the year cash flow positive.
    ▪ Discussion on SCRIP within the financial reporting. A footnote should be added to our annual report about SCRIP reporting.
  o The Board discussed what financial information should be included in the Annual Report. Finance committee will discuss this.

• Facilities Committee –
  o No meeting was held

• Marketing Committee –
  o No meeting held.

• Development Committee –
  o The latest enrollment report included in meeting materials
  o Tuition assistance is nearing completion. Our funds are short to fill all needs but there is still work being done to meet as much as possible.

• Human Resources Committee –
  o No questions on the report

Official Action
• Delinquent Tuition Agreements
  o Dan Buttke passed out a document regarding outstanding tuition balances and payment agreements. Discussion held on these accounts.
  o Dan Buttke motioned with Diana Hellmann seconding the motion to accept the outstanding balance agreements as proposed. Motion carried.

New Business:
A. Nothing brought up

Old Business:
A. Fund Development – Board role – this was discussed under Planned Giving.

Announcements:
• August 23 Back to School picnic for Board members, faculty, staff and their families
• Corey McKone will be joining the Board as an adjunct member through Leadership Oshkosh

**Future Agenda Items:**
• Discussion about Treasurer
• Additional members needed, bring names

**Adjournment:**
A motion was made by Dan Buttke at 8:31pm and seconded by Mary Pogue to adjourn. Motion carried.

Respectfully Submitted: Lois Reischl, Recording Secretary