Meeting of Lourdes Academy Board of Trustees
Business Office Conference Room, 250 N. Sawyer St., Oshkosh, WI
October 18, 2017
6:15 pm

Call to Order, Opening Prayer and Pledge:
Andrew Thorson called the meeting to order at 6:15pm. Opening prayer was led by Sr. Pam, followed by the Pledge of Allegiance.

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

Open Forum:
• Nothing brought forward

Approval of Agenda:
• Tom Baum motioned to approve the October 18, 2017 agenda. Dan Buttke seconded the motion. The motion carried.

Approval of Minutes:
• Michelle Wihlm motioned to approve the September 27, 2017 minutes. Mary Pogue seconded. Motion approved with abstention by Sr. Pam, Dan Buttke, Jim Fay, Dave Flora, and Rob Kleman.

President's Report:
A. ALICE security protocol drill with faculty took place at a recent half day; the drill went well.
B. Discussion on the daily mass that is offered each week that an all school MS/HS mass isn’t held. Fr. Matthew and Fr. Tom have been leading these masses. Fr. Matthew shared with those that attended mass this morning a miraculous medal that he had blessed by the Pope at his recent visit to Rome.
C. No questions on the President’s report
D. No questions on the Development report

Reports and Communications:
A. Lourdes Academy Foundation Report:
   a. Meeting held last Wednesday. Meitler study will help with identity and make up of this group.
B. Strategic Plan –
   a. Curriculum and Instruction Report –
      o Discussion held on the ACT and MAP scores that were included in the meeting materials.
      o Curriculum development has increased since Jon’s been here. Thank you, Jon, for your work so far at Lourdes.
   b. Finance Committee –
      o The auditors from CliftonLarsonAllen (CLA) attended the Finance Committee meeting to go over the school audit.
      o The audit materials included in the meeting materials were discussed.
         ▪ Agency accounts caused a change in net assets. Lourdes ended with a positive cash flow.
      o The committee finds value with CLA to come in and evaluate the finance functions; looking at month end procedures, work load balancing, etc.
      o The FY 2017/2018 budget (with final enrollment numbers) was handed out and discussed.
c. Facilities Committee –
   o Radios are a necessary tool for communication. This is a priority to purchase for the system.
   o Andrew Thorson will share the 5 year plan with Sarah to pass along to the Finance Committee.
d. Marketing/Development Committee –
   o A joint meeting was held. No questions regarding their report.
e. Human Resources Committee –
   o No questions regarding their report

**Official Action**
- Tuition Agreement
  o John Dinegan spoke about the tuition agreement that has been created for a family that the FACTS system doesn’t work into their payment capabilities.
  o Michelle Wihlm motioned with Tom Baum seconding the motion to accept the presented payment plan agreement as proposed. Motion carried.
- 9th Avenue Property
  o Tom McDermott moved to officially approve the sale of the property on 9th Avenue that is currently owned by Lourdes Academy. Rob Kleman seconded the motion. Discussion held.
    - Vote: Y-10, N-0 Motion carried.

**New Business:**
A. Food Service Lunch Account policy – discussion held on the Food Service Lunch Account policy along with the procedure for collecting overdrawn accounts. The Board was asked to review this and bring back concerns at the November meeting.

**Old Business:**
A. Board treasurer position – Tony Wihlm is interested in joining the Board. He will be invited to join the Finance Committee next month. Tony will be voted on at the November Board as a member.
B. Additional Board members – Names of potential Board members were discussed.
C. Fund Development – Board role
   a. Karen has contacted four potential donors that were suggested. Any suggestions you may have, Karen would gladly contact them.

**Announcements:**
- Next Board meeting will be November 15th at 6pm
- Town Hall meeting October 25th, 6:30pm in the Castle

**Future Agenda Items:**
- December preliminary budget

**Adjournment:**
A motion was made by Dan Buttke at 8:11pm and seconded by Diana Hellmann to adjourn. Motion carried.

Respectfully submitted: Lois Reischl, Recording Secretary