

**Board of Trustees Meeting  
December 6, 2017 MINUTES**

**Meeting called to order at:** 6:00 p.m.

**Members in attendance:** Salvador Aguinaga; Michael Cox; Lauren Cressy Dunbar, *Secretary*; Annie Geary, Jeff Miars; Doug Morris, *President*; David Rowley, *Treasurer*; Rabia Shariff; Sophie White, *At Large Executive Committee Officer*; Jen Williamson; and Paul Worland

**Staff/Faculty in attendance:** Kim Bosworth, *Executive Assistant/Admissions Coordinator*; Susan Finster, *Director of Finance*; Tanya Hagen, *Development Events Coordinator*; and Randy Kelly, *Interim Head of School*

**Guests in attendance:** n/a

**Absent:** Melanie Como-Dits, *Past President*; and Ramona Kim

**Consent Agenda** – including the edited October, 2017 Open Session Minutes and Closed Session Minutes, were unanimously approved.

**Committee on Trustees Report** – Doug Morris reviewed a written report highlighting the following:

- Recruitment of Board of Trustees Members
- Intention Statement via Survey Monkey
- March 2018 BOT Retreat
  - Suggestions were made and will be considered for subject content.
  - Has been tentatively scheduled for March 21<sup>st</sup> at 5:30 p.m.
- Future BOT meetings will now begin at 5:30 p.m.

**MOTION** was made and seconded to approve Julia Bagatini Kanczuzewski as a new member effective immediately. Motion approved.

**MOTION** was made and seconded (via email in early November) to approve Ramona Kim as a new member effective immediately. Motion approved.

**Advancement/Marketing Committee Report** – Annie Geary reviewed a written report highlighting the following:

- Shred Event
- Annual Giving
  - There was discussion concerning the marketing of the Annual Giving Campaign. Several ideas were given.

- Fall Frolic
  - Tentatively scheduled for the 3<sup>rd</sup> Saturday of October for 2018 and 2019
- Windfall
- Marketing/Alumni Relations
- Fundraising Summary

**Facilities/Technology Committee Report** – Paul Worland reviewed a written report highlighting the following:

- New Projects
- Summer 2017 Projects
- Pending Facilities Projects
- Future Projects
- Windfall Fund the Need expenses

**Tuition Analysis (ad hoc) Committee Report** – Was moved to Closed Session.

**Interim Head of School Report** – Randy Kelly reviewed a written report highlighting the following:

- 2017-18 Enrollment
  - Inquiries to Enrollment Close Rate information
- General Update
  - Hot Lunch Program
  - Lice
  - Grandparents/Special Friends Day
  - Chiaravalle Montessori site visit
  - Marketing Plan – see attached
  - Staffing changes/updates
  - Montessori Compass and Sports Engine updates
  - SGO partnership

**Motion to adjourn.**

**Adjourned to Closed Session at: 7:15 p.m.**

**Next meeting: Wednesday, January 24, 2018**