

**Board of Trustees Meeting
October 24, 2018 MINUTES**

Meeting called to order at: 5:35 p.m.

Members in attendance: Salvador Aguinaga; Matthew Champion, *President-Elect*; Lauren Cressy Dunbar; Betsy Fulnecky; Annie Geary, *President*; Julia Kanczuzewski, *Treasurer*; Ramona Kim; Jeff Miars; Rabia Shariff; and Donna Voor, *Secretary*

Staff/Faculty in attendance: Kim Bosworth, *Admissions Coordinator*; Susan Finster, *Assistant HOS for Finance & Operations*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Absent: Doug Morris, *Past-President*; and Rachel Novick

Minutes from the September 26, 2018, meeting were unanimously approved.

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

- Enrollment Update
- General Updates
- Staff Notes
- Development
- Upcoming Events
- Admissions Report
- Dept. of Student Services Report

Advancement/Marketing Committee Report – Ramona Kim reviewed a written report highlighting the following:

- Fall Frolic
- Annual Giving/SGO
- Windfall
- Spring Fundraiser Ideas

Committee on Trustees Report – Matt Champion reviewed a written report highlighting the following:

- Charge of the Committee
- Duties and Responsibilities
- Desired Meeting Structure
- Recruitment and Development of BOT Members
- Administering and analyzing BOT Survey Evaluations, Profile Worksheets and Recommitment statements
- Minutes of 10/17/18 Committee Meeting

Facilities/Technology Committee – Sal Aguinaga reviewed a written facilities report highlighting the following:

- Current Projects
- Summer 2018 Projects
- Windfall Fund the Need Projects
- Future Projects/Run to Fail

Sal held a Technology meeting with Randy, Susie and Chris Brach last week to discuss:

- Student access
- Wifi updates
- Digitization of records
- Junior High's use of G Suite

Finance Committee – Financial reports will be reviewed in the closed session.

Announcements – In lieu of a November BOT session, members are asked to attend the *TMA's Night Out* event to kick off the Annual Giving Campaign. The event will be held at The Brick in South Bend on Thursday, November 8th at 7:30 p.m.

Old Business – n/a

New Business – n/a

Motion to adjourn.

Adjourned to Closed Session at: 7:52

Next meeting: Wednesday, December 5, 2018