

**Board of Trustees Meeting
September 27, 2017 MINUTES**

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

Members in attendance: Melanie Como-Dits, *Past President*; Lauren Cressy Dunbar, *Secretary*; Annie Geary, Doug Morris, *President*; David Rowley, *Treasurer*; Sophie White, *At Large Executive Committee Officer*; and Jen Williamson

Staff/Faculty in attendance: Kim Bosworth, Executive Assistant/Admissions Coordinator; Susan Finster, Director of Finance; Tanya Hagen, Development Events Coordinator; Randy Kelly, Interim Head of School; Kathy Kolata, Alumni and Community Relations Coordinator; Jodi Price, Early Childhood Division Chair; Erin Tracy, Director of Student Services

Guests in attendance: n/a

Absent: Michael Cox; Jeff Miars; and Paul Worland

Consent Agenda – including the June, 2017 Minutes, was unanimously approved.

Business over the summer months:

- It was announced in an email in September, 2017, that Jeanne Yoder has decided to resign her position on the Board. Jeanne served tirelessly and made significant contributions on the Finance Committee, making recommendations to improve our financial reporting, reviewing financial aid policies, working with auditors, etc. Jeanne was a tireless member of the Executive Committee and her wisdom and strategic presence will be missed.
- **MOTION** (via email in September, 2017) was made by Annie Geary, seconded by Paul Worland and unanimously passed to approve the 2017-18 Board of Trustees Slate of Officers, as follows:
 - Doug Morris – *President*
 - Melanie Como-Dits - *Past-President*
 - David Rowley - *Treasurer*
 - Lauren Cressy Dunbar - *Secretary*
 - Sophie White - *At-large Executive Committee Officer*
- **MOTION** (via email in July, 2017) was made by Annie Geary, seconded by Sophie White and passed to approve all funds raised from the 2017 Community Shred Event and future Community Shred Events will be used to support the costs for our Montessori Classroom at the South Bend Center for the Homeless.

- **MOTION** (in September, 2017, Closed Session) was made and passed to approve all funds raised from the 2017 Fall Frolic event will be used to support the costs for our Montessori Classroom at the South Bend Center for the Homeless.

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

- 2016-17 BOT Self Evaluations and General Board Evaluations discussion was postponed to the October, 2017, meeting due to Paul Worland's absence.
- Recruitment of new Board of Trustees members
- Survey Monkey
- BOT Development/Education plans

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

- 2017-18 Fundraising Summary
- Shred Event
- Annual Giving
- Fall Frolic
- Windfall

Buildings and Grounds/Technology Ad Hoc Committee Report – Susan Finster reviewed the updated facilities list:

- New Facilities Projects Completed
- Pending Facilities Projects
- Future Facilities Projects
- Windfall – Fund The Need remaining funds

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

- 2017-18 Enrollment Update
- General Update
- 2017-18 Budget
- Marketing
- HOS Goals 2017-18
- Admissions Report
- Development Report

Director of Student Services Report – Erin Tracy reviewed a written report highlighting the following:

- Description of the Student Services Department
- Programs available
- August and September work

Motion to adjourn.

Adjourned to Closed Session at: 7:20 p.m.

Next meeting: Wednesday, October 25, 2017