



**MISF Executive Committee Meeting**  
**June 15, 2016**  
**7:30 AM – 9:30 AM**  
**Annunciation School, Minneapolis**

## **AGENDA ITEMS**

- Review minutes from 3/2/16 meeting
- President's report
  - \* Updates
    - \* Development report
    - \* Membership report
    - \* Advocacy update
    - \* SCOPE
    - \* Program report
      - \* Private & Independent Ed Awards
- Governance report
  - \* Proposed board of directors and officers 2016-17
- Finance report: balance sheet, income statement, restricted funds tracking, cash flow, operating reserve funds
- FY 17 Budget
- Other business

## **MINUTES**

**Those present:** Greg Anklam, Tim Benz, Jennifer Cassidy, Joel Landskroener, Greg Margarit

**Staff present:** Michele Skare

Meeting was called to order at 7:37 AM.

Motion was made by Greg Margarit, seconded by Greg Anklam, to approve the agenda as written.

Motion was made by Joel Landskroener, seconded by Greg Anklam, to approve the minutes from the 3/2/16 meeting as written.

### **President's report**

As we wrap up all the end of the year details, we are looking at who or what is missing. We are tracking a few gifts from end-of-June givers/staying in touch with them. Also making sure that all outstanding sponsor payments have been received.

Member renewal process is in progress. The Richard M. Schulze Family Foundation grant came through, and we will use part of that money to scholarship schools to MISF. Cost to new schools will be \$2.50 per student, and the grant will cover \$2.00 per student; schools must commit to 2 years of membership. Grant was \$35,000 total, will be split: \$20K to gen ops, \$10K to School Leadership Conference, \$5K to member scholarships.

As of 6/14, 55 renewals have been received. The process has been streamlined this year: key asks to schools are their enrollments, diversity breakdowns, Science House memberships.

STEM Seminar registration continues. That process has been streamlined as well; we are using MinistrySync's online registration system, which allows teachers to pre-registration for individual breakout sessions. The keynote speaker has been secured. Heidemarie Stefanyshyn-Piper, graduate of Derham Hall, retired US Navy Captain, and astronaut on two shuttle missions will attend. With this year's focus on girls in science/STEM, this is a great get. She has offered to stay throughout the day, we will set up some kind of meet and greet/chance to visit with teachers.

School Leadership Conference – scheduled for September 26-28, and the planning committee (Tim Benz, Donna Harris, Joel Landskroener, Barry Lieske, Pete Van Der Puy, and Wyann Rasmussen) will be meeting later today. Mark Dienhart who was so well received last year, will present again this year. Several of the sessions are definitely/tentatively planned. We continue to look for sponsors in addition to our main sponsors: 3M and the Schulze Foundation.

### **Development report**

Hard copies of reports were distributed. Highlights:

Submitted the Ecosystem Grant through the Bush Foundation at the end of May. We will be notified in July if we make it past the first round. At that point, they will come to us for an interview where we can speak to SCOPE, our public voice, OAK, the School Leadership Conference, etc. We have provided them with 3 references, and they will look at our financials (and we can update them at that point, as this year's are much better than last). There are hundreds of applications every year for this grant (not only from Minnesota), and only 20 were funded last year; but our aspirations remain high.

Honor fund is ahead of budget. A Spring Appeal letter was mailed mid-March tying into the 40 year anniversary of MISF.

Goal of 100% participation in Board giving by fiscal year end June 30, 2016. Currently at 65%. This is a key component for grant funding.

Total number YTD on the report spreadsheet is showing an incorrect total – we are at \$495K, not \$384K. Our donor numbers are solid, and we are in a good spot.

The grant pipeline report is showing that only Bremer has officially declined our request. The funding timeline for Xcel has changed, and they have a new program officer.

### **Membership Report**

The current member roster and dashboard were distributed. Mountain Lake Christian School has contacted us and will be rejoining.

We have started to track our interactions with member schools, to get a sense of how much schools are using our services/benefits, etc. Twenty five members had 5 or more interactions with us through the year.

Fourteen members had 4 or more, 16 members had 3 or more interactions. All schools of current board members had 5 or more interactions. We believe that this shows that we have an active and engaged membership.

### **Advocacy Report**

The legislative session ended abruptly, and both bills were in the mix until the end. The tax credit was in the

final bill, and they were just working on the wording, but at the end the house speaker gave it up. It was encouraging to see that we had bi-partisan support on the tax credit. A special session seems likely, but our issues will not be coming up there. As an OAK board member stated: "Our disappointment has turned to mutual resolve." We have made good progress.

## **SCOPE**

139 schools had completed the survey by the end of May Other factors: There are fewer schools now than the last time we did a survey, and schools continue to get asked for more and more data. We continued to remind them that this survey takes just 30-40 mins once every 4 years. The timing on this year's survey was not optimal, but we needed to wait to begin until we had the funding commitment from KBA. Total response rate was 33% – and almost half were nonmembers. We expect the final results will be back in late September, hopefully in time to report on it at the School Leadership Conference.

## **Program Report**

### **Education Awards**

The survey results are in. We received high marks on the venue, food and logistics. There were a few comments about having 6 nominees and just 2 winners, but the committee thought that it was best to give awards for both K-8 and 9-12.

We have reached out to St. Thomas to reserve the venue for next year. The venue works well for us, and after 3 years, people are very familiar with it. We are targeting two dates: April 23 and 30, 2017.

The chair of the committee, Greg Anklaam, will be coming off the board next year, so we'll have to identify a new chair.

The videos were wonderfully done, and we have posted all of them on our YouTube channel, where they are being viewed often, according to the stats.

An ongoing issue is the difficulty in getting media recognition. There is some recognition in the smaller cities/towns and their papers, but no metro/statewide media coverage.

## **Governance Report**

Randy Kroll has agreed to take on the Treasurer role for at least one year. We are still in discussions about the Secretary position.

Rolling off the board this year are: Greg Anklaam, Doug Jaeger, Jim Flaherty, and Donna Harris.

Being added to the board next year: John McCall, former MISF consultant, and Executive Fellow at the University of St. Thomas. Tim is in discussion with Kevin Ballenger of Boston Scientific – a connection made through Kevin Gyolai, about the possibility of joining the board next year.

## **Finance Report**

Notes from the narrative which was distributed at the meeting:

\$12,414 balance in operating reserve and \$8,500 in the reserve fund – part of loan agreement with NAF

The amount in Work in Progress is for the website development, which is being amortized.

Jim Field withdrew his retirement funds from TIAA-CREF creating a zero balance in the corresponding asset and liability accounts

Note Payable

- \*Bridge loan paid in full

- \*Renewed operating loan for 3 years at 6.5% interest, monthly payment remains at \$2,000

On the balance sheet going forward, the Revenue lines titled Membership School Dues is actually account receivables. This will be recategorized in FY17.

Grants YTD actual/budget shows a positive \$66.5K variance, due to receipt timing.

The timing of the Schulze Grant, in May, works well for us since member dues don't start coming in until July.

**1. Budget Report**

Key assumptions listed:

Membership estimated at current level of 32,700 students @ \$4.50/student

- a. Science house estimate based on FY16 participation (opt-in, school paid, neutral budget impact)
2. Program revenue – increased by 1% over budget
3. Development – changes noted below are compared to FY16 budget, after removal of capacity/gap funding of \$15,000 in grants and honor fund:
  - a. Grants – -14% (SCOPE funding removed)
  - b. Sponsorship – -5%
  - c. Honor Fund – -0.6%
4. All personnel costs less with the reduction in staff
5. 3% salary increase for all staff
6. Health insurance based on estimated renewal (6.34% increase)
  - a. Budgeted full cost for all employees
7. Retirement plan contribution unchanged (6% of salary)
8. Strategic plan costs budgeted at \$15,000 – includes a consultant.
9. Remaining SCOPE study costs estimated at \$25,500 (under consultants), costs split evenly between membership and advocacy.
10. Nonprofits Assistance Fund loan expires March 31, 2019. Monthly payment of \$2,000
11. Advocacy budget includes lobbyist expense via OAK coalition
12. Monthly expense of \$1000 to reserve fund continues

We feel that this is a very conservative and realistic budget this year, one that MISF can start building upon going forward.

Some other notes:

The office lease is up in September 2017. This summer we will begin to get ideas about other places to locate – we don't have to be in downtown St. Paul. Since the Private Colleges' lease will also be up (sooner than ours) perhaps consider asking to co-locate with them?

Good to see an always positive cash flow throughout the year.

Discussion: What would we do IF....

- Enhance the School Leadership Conference
- Build a leader-mentor program for large-small schools
- What is the next phase of STEM?
- The role of School Head is completely isolating and suffocating at the same time. What resources are out there for an up and coming leader?
- Could we try to find/promote an online/training program?
- Is leadership the next STEM?

Something we will discuss at the staff's summer planning session.

**Adjournment**

There being no further business, Joel Landskroener moved to adjourn, seconded by Greg Margarit. Meeting adjourned at 9:17 AM.

*Greg A. Anklam*

6/22/16

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Greg Anklam/Secretary