

MINUTES

MISF EXECUTIVE COMMITTEE MEETING

MARCH 6, 2019

7:30 AM-9:30 AM

PATTERSON COMPANIES, MENDOTA HEIGHTS

AGENDA

- **Review and approve minutes from 12/5/18 meeting**
- **President's report**
 - * **Development report**
 - * **Membership report**
 - * **Membership rate for FY19-20**
 - * **Advocacy update**
 - * **Program report**
 - * **Education Awards**
 - * **STEM Grants**
- **Governance update**
- **Finance report: balance sheet, income statement, restricted funds tracking, cash flow**
- **Strategic plan update**
 - * **Resource Development**
 - * **Reserve policy**
- **Other business**

MINUTES

Those present: Tim Benz, Josh Killian, Randy Kroll (by phone), Wyayn Rasmussen (by phone)

Staff Present: Michele Skare

Meeting was called to order at 7:36 AM.

The Committee approved the agenda, and also the minutes from the 12/5/18 meeting

President's Report:

The Education Awards are the main priority this month. We received 116 nominations, a record number.. Staff reviewed all the nominations and presented the Awards committee with a number of strong candidates. The winners were announced yesterday via email and are now listed on our website. There was even one outstate winner from Cotter Schools in Winona. Lisa is working with Dan Flaherty to get videos of all the winners scheduled.

Partnerships: We are making more connections to other organizations. Tim and Lisa had a good discussion with Catapult Learning, an organization that works with schools contracting out their Title programs. They have worked with members of the Michigan CAPE, and have supported our School Leadership Conference for the past two years. We will continue our discussions with them to see how they can knit into what we are doing so we may better serve our members.

Tim will be attending the national CAPE (Council for American Private Education) gathering this weekend in Washington D.C. This meeting happens in conjunction with the CAPE Board Meeting, which is made up of the governing bodies of many private and independent schools. It is a good opportunity for the state CAPES to be recognized by their governing bodies, as well as meeting national leaders.

Discussion: Professional development programs for schools. Staff noted that we offer PD programs in three areas: admissions/marketing, development, technology, because we have **always** offered them. It was our standard operating procedure; the way we've always done it. We discussed, and then received some of the same feedback, that it might not be a bad idea to plug in another, new PD topic throughout the year. In April we will be sending a note to schools, asking them to rank and suggest new topics as we plan out the next calendar year.

Providing professional development opportunities is one way that MISF can set itself apart from other membership organizations. Teachers need 125 hours of continuing education to renew their teaching license; administrators need an additional 125 hours to renew their licenses. MISF can make it easy for members to collect CEUs, adding more value to a school's membership.

Development Report

We are in the midst of our busy grant season. Copies of the report were distributed with the meeting materials.

Highlights include:

- A good meeting with Kelly Webster from the Schulze Foundation in January. Should hear back in May
- New 3M grant cycle opens in March, focus on all grants should be serving underserved and underrepresented populations.
- Submitted grant requests to Polymet Mining, , Lanners Family Foundation.
- There is the \$33K gap on the cash side, which we are chipping away at with new grant requests, increased sponsorships, etc. Our partnership with Thrivent has proved very beneficial to them, to us, and to our members. We are still in a very good cash position

Membership Report

Sacred Heart School in East Grand Forks, a former MISF Legacy member, is interested in re-joining. Tim spoke with their principal about joining now vs waiting until July, and he ultimately decided that it was better for their budget to join in July, with a 2 year commitment.

We are already tracking leadership changes, knowing that in the next 60 days we will start to hear more of them.

Father Jonathan Licari, principal at St. John's Prep in Collegeville (a member school), is retiring at the end of this school year. Taking his place is John McGee, from the College of St. Benedict. John is a fan and friend of MISF, and spoke at our 2014 School Leadership Conference.

Tim provided a breakdown of our membership rate history over the past seven years. The last dues increase was in FY16, when rates were raised from \$4.00 to \$4.50 per student. For FY20, we propose to raise rate to \$4.75 per student, with \$265 as the rate for small schools of less than 55 students.

Discussion: It has been 4 years since the last increase - so this is right-sizing the number. The quality of our programs and services continue to grow as our membership increases, and there are increased costs tied to that.

Debbie is providing for Tim 3 fiscal years' worth of end-of-year actuals in terms of revenue and expense, which will illustrate what percentage of our budget is actually covered by membership dues. This can be provided to the Board at the upcoming meeting.

The membership rate discussion should be ongoing, and should spur us on to think about getting into a better cadence of raising rates.

Advocacy Update

OAK update: the bill has been introduced, and legislative visits are being set up. One such visit is to Hope Lutheran in Winona (principal there is Rocky Sandcork) by Jeremy Miller, senate president. Member school Legacy Christian Academy is hosting another visit. The broader coalition of OAK is making for good, positive cohesion and a better look across the aisle.

Shep Harris-is very active and well known at the Capitol, even in areas outside of education. He is keeping us updated on:

- Expansion of nonpublic pupil aids to include counseling. No questions/issues with this bill, there is a representative carrying the bill, but not sure when a hearing will be held.

- Textbook legislation (to include teacher editions). No questions/issues, and no fiscal note is needed.

- School safety/security grants (to include nonpublic schools). Don't know if this will go anywhere at all. There isn't even enough funding for current needs. Will keep an eye on this, outcome TBD.

Program Report

Education Awards: Winners have been identified, and we are now in the early stages of planning the event itself. Staff met earlier this week to start talking through logistics, assignments, etc.

The STEM Advisory Committee is meeting tomorrow at Xcel Energy to discuss and award this year's grants. We received fewer applications this year than in the past, so we will most likely be under our budgeted amount of \$125K. Not all applicants are awarded grants.

Governance Committee

The Governance committee will meet next month. Lynn Farmer has already joined the board and will attend her first meeting in 2 weeks. Phyllis Karasov has brought forward a potential candidate to fill her spot. We are still actively seeking a board member with a strong finance background - perhaps a controller/CFO/director of finance from a larger company, or even staff from one of our larger member schools. They will be asking the board for recommendations.

Finance Report

The finance report was included in the board packet. Highlights:

- The report now includes graphs representing revenue and expenses in terms of FY actuals, YTD budgeted and FY budgeted. They illustrate how revenues and expenses track throughout the year (example: dues-heavy at the front end of the year, scaling back to just 20% at year end while grant revenue increases throughout the year.)

- Good news on the restricted/unrestricted funds sheet, with a change in net assets of +\$89.6K

Strategic Plan

Included with the meeting materials is a Reserve Policy Guidance sheet provided by Propel Nonprofits (formerly Nonprofits (formerly Nonprofit Assistance Fund) which includes a template for a reserve policy.

Discussion: MISF has been putting money into reserves for months - the question now becomes, what is the appropriate level of reserves? And - what happens when that level is reached?

Do we need reserves of six months of the total budget? If dues (a constant) are taken out of the equation, what does the total amount needed become? What does the donor pyramid look like - grants/donations? Asking questions like this and mapping out the answers can give us a sense of where the vulnerabilities lie.

At the March Board meeting, the Executive Committee will report that the organization will develop a process and a policy for reserves, which will be presented at the June meeting.

Adjournment

There being no further business brought forth, the meeting was adjourned at 8:50 AM



3/6/2019

Wyayn Rasmussen - Secretary