



Minutes

Executive Committee Meeting

November 8, 2023 | 7:30 am – 9:00 am

AGENDA

7:30-7:35

- Approval of meeting agenda.
- Approval of August 30, 2023 minutes.

7:35-7:50

- President's report

7:50-8:10

- Finance report.
 - September 2023 report
 - Operating reserve status
- Membership report
 - Official 2023-24 reports, renewals, nonrenews and new members
- Development report
- Program report
 - School Leadership Conference attendee and sponsor surveys

8:15-8:45

- Committee structure and discussion

8:45-9:00

- Executive Session

MINUTES

Those present: Tim Benz, Michael Lamb, Brian Lynch, Teri McCloughan, Wyayn Rasmussen

Staff present: Michele Skare

Meeting called to order at 7:34 AM by Board Chair, Michael.

Michael called for a motion to accept the agenda as written. Motion made by Wyayn, seconded by Brian. Motion passed.

Michael called for a motion to accept the minutes from the 8/30/2023 meeting as written. So moved by Brian, seconded by Teri. Motion passed.



- **President's Report**

- Tim discussed the school leadership conference. Sponsorship was great, and topics were well received except for one. Membership renewal: focusing on that because it seems to be lagging this year. Schools are dealing with other issues at the beginning of the year: special education issues, including compliance and service delivery. Hardenberg grant is in process. We may now be on Athwin's normal giving cycle. This grant is different than others, in that the foundation's board of trustees has a business bent and wants to ensure the organization's underpinnings are strong, leading to more specific questions in the survey.
- Teri shares that some schools are struggling with implementing universal meals, with kids taking the provided food and throwing it away, highlighting the learning curve involved.

- - The program's intent is to ensure every kid comes to school with a chance at a healthy and nutritious breakfast, including non-public students.
 - Tim discussed the financial gain of filling out eligibility forms for schools, mentioning that it can lead to more money from the feds than anticipated and benefits to the families.
 - Tim and Lisa were present at various events and conferences in October, including the MNSAA conference, ACSI regional meeting, and Christian Educators Conference at Maranatha.

- **Independent schools' membership and advocacy. 12:42**

- Brian brought up the MN Association of Independent Schools (MAIS)
- Tim mentions that the Minnesota Association of Independent Schools (MAIS) has changed executive directors and they have yet to meet in person.
- MAIS is much smaller (18 schools) which allows for more personalized interactions and leadership meetings.

- **Finance report**

- Tim reminded the ERC money was moved into reserves, and income statement line items are performing well against budgets .

- **Financial reserves and cash flow.**

- Tim and Brian discuss the organization's cash reserves, with Brian providing context on the amount of reserves they have and how it has grown.
- The group discusses the impact of the WEM grant they received, which will no longer be available in the future, and how they can use their normal operating grant to make up for it.
- Brian discusses reserves, suggesting that using end of year/audited financials is the easiest and most consistent way to estimate reserves.

- Michael suggested taking a more conservative approach to calculating reserves, proposing to set aside six months of

operating expenses.

- The Board could authorize expenditures from reserve fund for strategic purposes.
- Brian explains that using reserve funds should be a strategic decision based on organizational priorities and goals.,
- Michael asks if the right controls and governance in place regarding reserve funds. Brian indicates board discussion and action are necessary for their use.
- **Membership**
 - Tim mentions that some members are slow to renew their memberships, with possible issues related to billing or junk filters.
 - Tim believes that associate members in each diocese can provide valuable knowledge and awareness of how the organization can help their school.
 - Michael asked if there is anything the board can do to help with the non-renews? Tim says yes, particularly school leader members of the board can contact non-renews and say "I know you haven't renewed, I just wanted to check in," etc.
 - Michael suggests Tim to think about who on the board we can assign the task of reaching out with some talking points.
- **Committee structure and engagement opportunities**
 - Board bylaws were presented. Tim noted the current committee structure of the organization, including the Executive Committee and Governance Committee, as well as other ad hoc committees such as the STEM Advisory Committee and the Education Awards Committee.
 - Tim highlighted the potential to reinvigorate some form of committee structure, possibly focusing on areas such as governance, executive leadership, and education awards.
- The STEM Advisory Committee could potentially be used as a pipeline for engaging corporate members who may become potential board members.
- **Board governance and committee roles.**



- The Governance Committee fills pipeline with potential board members, but also oversees the overall effectiveness of

board functions and bylaws.

- Committee members suggest renaming the governance to "nominating committee" to better reflect their role in supporting the organization's strategic recruitment.
 - Committee restructuring proposed to clarify roles and responsibilities.
 - Potential changes to Article 6 (committees) will be proposed at the February meeting.
 - Board members discuss potential candidates for open board positions.
- **Board met in Executive Session at 8:39AM**

Wayne Rasmussen

November 8, 2023