

Geneva School of Boerne

113 Cascade Caverns Road, Boerne, TX 78015

Minutes
Board Retreat
August 25, 2017
Marble Falls, TX
8:33 am

Attendees

Brad Ryden, Amy Metzger, Dirk Russell, Dave Tippit, Kevin Young, Karen Abell, Steve Griffey, Bret Wacker, Jody Goodman, Carrie Friesenhahn, Steve Drukker, Tiffany Smith, Charles Garcia, Jim Guy Egbert

Devotion Reading & Prayer – Steve Drukker

Matthew 20:20-28, Matthew 5 (The Beattitudes), Galatians 5:22-23 (Fruit of the Spirit)

Life Cycle of Nonprofit Presentation – Brad Ryden

1. Discussed the key question, duration, obstacles, and opportunities for the 6 stages in the life cycle of nonprofit organizations.
2. Brad created an 11-page document that provided historical information about Geneva and how it has grown to Stage 4 (maturity/sustainability stage).

GSB Board Evaluation/ISM Stability Markers – Dave Tippit

1. Committee on Trustees (COT) assessment report of GSB Board Strategic Goal accomplishments in 2016/2017.
 - a. This year COT members are paired with committee chairs to provide accountability, evaluation, and prayer. They will meet to make sure we have accomplished our goals.
2. ISM stability marker scoring system explanation/decision on what the max goal should be for GSB and if this impacts our current strategic plan.
 - a. Stability markers help sustain excellence over time.
 - b. Our score for 2016/2017 is 120.5 points (out of a total 147 points), which is a Category 3 (out of 4 Categories).
 - c. We will do ISM scoring next year, then every 24 months, and again at the end of the strategic plan.

Standard Operating Procedures (SOPs) - Housekeeping Items – Steve Griffey

1. Signing of leadership/statement of faith commitment.
2. Proposal and discussion of moving Admissions committee to become an HOS committee. Steve Drukker made a motion to move the Admissions committee into the HOS committee. Jody Goodman 2nd. All in favor. Motion carried.
 - a. During the September Board meeting the Board will vote on a bylaw change to have the Admissions committee moved into the HSEC committee.

3. An idea was proposed to change the Board service terms - Kevin Young
 - a. Consideration to set up a model for a four-year Board commitment with the possibility to re-up for two additional years (currently, Board members may have (2) three-year terms). It takes time to get up to speed and understand the Board and committee work. There would be more productivity during the first four-year term then during the remaining two-year term handing off work to new Board members (no committee chair positions, new Board members to shadow members rolling off). In October, have a proposal to vote on bylaw changes for Board and officer positions in November.
4. Bylaws state that Board members must disclose any conflicts of interest. Charles Garcia, new Board member, stated his wife is a substitute teacher. In addition, Charles will not be able to serve on any investment committees due to restrictions with his SEC license.
5. Discussion and agreement on Board meeting dates for 2017/2018. Steve Griffey provided a list of potential dates for Board meetings.
 - a. Proposed Thursday, December 21st, date was changed to Thursday, December 14th.
 - b. Proposed Thursday, October 19th, date was changed to Wednesday, October 18th. October meeting location will change to David Brock's office in Boerne.
6. Approval of Board level committee members
 - a. Finance Committee – Karen Abell (Chair), Brad Ryden, Ingrid Joiner, Carol Jarvis, Tres Doran, Bret Wacker, Brent Smith, Charles Garcia
 - i. Carrie Friesenhahn made a motion to approve the members on the Finance committee. Bret Wacker 2nd. All in favor. Motion carried.
 - b. HSEC Committee – Jody Goodman (Chair), Kevin Young, Steve Griffey, Brad Ryden
 - i. Steve Drukker made a motion to approve the members on the HSEC committee. Jim Guy Egbert 2nd. All in favor. Motion carried.
 - c. Capital Campaign Committee – Robert Thornton (Chair), Steve Griffey, Kevin Young, Joanne Thornton, Amy Metzger, Brad Ryden, Libby Lunsford
 - i. Carrie Friesenhahn made a motion to approve the members on the Capital Campaign committee. Steve Drukker 2nd. All in favor. Motion carried.
 - d. Committee on Trustees (COT) – Dave Tippit (Chair), Steve Griffey, Scott Travis, Travis Vaught, David Brock, Paula Wacker, Robert Thornton
 - i. Jody Goodman made a motion to approve the members on the COT committee. Jim Guy Egbert 2nd. All in favor. Motion carried.
 - e. Architectural Review Committee (ARC) – Charlie Lunsford (Chair), Kevin Jonas (Vice Chair), Brad Ryden, Jim Guy Egbert, Travis Roberson, Johnny Friesenhahn, Robert Thornton
 - i. Steve Drukker made a motion to approve the members on the ARC committee and to rename the committee, as discussed, to the Master Planning committee. Jody Goodman 2nd. All in favor. Motion carried.
 - f. Development Committee – Steve Drukker (Chair), Amy Metzger, Carrie Friesenhahn. People to approach – Lori Rodgers, Larry Smith, Elizabeth Kupferschmid, Amy Purcell, Ellen Tippetts

- i. Jim Guy Egbert made a motion to approve the members on the Development committee. Bret Wacker 2nd. All in favor. Motion carried.
 - g. Admissions Committee - Joanne Thornton (Chair), Carrie Freisenhahn, Lacy Hall, Mona George, Tiffany Smith, Janna Walker, Cindy Young, Nancye Drukker, Scott Travis, Charlie Lunsford, Sarah Hardin, Ellen Yarbrough, Bob Bower, Janet Blackburn, Jordan Chase, Jim Bruner, Brad Ryden, Jessica Gombert, Jeff Jones, Rob Shelton
 - i. Steve Drukker made a motion to approve the members on the Admissions committee. Jim Guy Egbert 2nd. All in favor. Motion carried.
 - h. Financial Aid Committee – for confidentiality purposes names for this committee are not published.
 - i. Jody Goodman made a motion to approve the members on the Financial Aid committee. Steve Drukker 2nd. All in favor. Motion carried.
- 7. Election of officers
 - a. Vote to approve Karen Abell, as Treasurer
 - i. Kevin Young made a motion to approve Karen Abell as the Treasurer. Carrie Friesenhahn 2nd. All in favor. Motion carried.
 - b. Vote to approve Charles Garcia, as Secretary
 - i. Jim Guy Egbert made a motion to approve Charles Garcia as the Secretary. Steve Drukker 2nd. All in favor. Motion carried.
 - c. Vote to renew Steve Drukker, as Vice President & Chaplain
 - i. Kevin Young made a motion to re-up Steve Drukker, as the Vice President & Chaplain. Charles Garcia 2nd. All in favor. Motion carried.
- 8. Authorized signers for Geneva School of Boerne financial accounts
 - a. Brad Ryden, Head of School, Steve Griffey, Board President, Karen Abell, Treasurer
 - b. Jim Guy Egbert made a motion to approve the list of authorized financial account signers. Charles Garcia 2nd. All in favor. Motion carried.
- 9. Approval of Board Minutes
 - a. Jody Goodman moved to approve Board Meeting Minutes from May 18, 2017, as submitted by Karen Abell. Steve Drukker 2nd. All in favor. Motion carried. Minutes approved.

Policy/Vision Statement Discussion – Steve Griffey & Brad Ryden

- 1. Explanation of three types of GSB policies and how each relate to the GSB Board’s authority
 - a. Student (handbook/policies)
 - b. Employees (created by administration/employment policy)
 - c. Strategy (policies created by the Board – i.e. finance policies, etc.)
- 2. Our policies should flow through the “philosophy” as a filter. Each committee chair should have a governing philosophy that policy flows through. The philosophy dictates policy. This allows committees to work freely within the boundaries of the philosophy.

Strategic Plan Update & Committee Charges – Steve Griffey

1. Strategic plan additions and update discussion
2. Committee Charges
 - a. Each committee received their charges for this school year.
3. Discussed options for possible land acquisition
 - a. Steve Drukker made a motion for a representative to try to work out a deal for surrounding real estate. Carrie Friesenhahn 2nd. All in favor. Motion carried.

HOS Report & Discussion of Policy Changes – Brad Ryden

1. Discussion regarding admissions and headcount for the upcoming school year.
2. Discussed Summer project list.
3. Reviewed information related to health insurance.
4. Brad updated the Board regarding new staff hires.
5. Brad will be reviewing updated Employee Handbook additions with teachers on Monday, August 28, 2017.
6. Appendix A – Enrollment Tracking Data, 2008-Present
7. Appendix B – School Profile, 2017-2018
8. Appendix C – Organization Chart, 2017-2018
9. Appendix D – Employee Handbook Additions 2017-2018

Closing Corporate Prayer Time

Board Retreat meeting adjourned at 5:45 pm.

TO GOD BE THE GLORY