

Geneva School of Boerne

113 Cascade Caverns Road, Boerne, TX 78015

Minutes
Board Meeting
September 21st, 2017
GSB Lyceum
6:05 pm

The regular meeting of the Geneva School of Boerne Board of Trustees was called to order on Thursday, September 21st, at 6:05pm by the President. The Secretary was in attendance.

Attendees

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

Distributed Items

- Prior to the meeting the agenda, Board Summary Financials for August were emailed to members by Karen Abel.
- Prior to the meeting the agenda, updated Strategic Plan and Committee Charges were emailed to members by the President. Brad Ryden distributed the Head of School report on 9/15/17.
- Brad Ryden distributed copies of the book Culture Making by Andy Crouch.
- Jody Goodman handed out the GSB Stewardship Brochure.

Prayer & Scripture – Steve Drukker – Mark 1

The Board prayed specific prayer requests along with prayers for the GSB students/families, administration, faculty, staff, community, the board meeting and the capital campaign.

Approval of Prior Meeting Minutes – The prior Board meeting (8/25/17) minutes were distributed via e-mail prior to the meeting. Jody Goodman moved to approve the Board meeting minutes as submitted by the former Secretary, Karen Abell. Seconded by Jim Guy Egbert. The motion carried unanimously.

Charles Garcia, the new Secretary, discussed administrative items pertaining to finalization of minutes and the Board's shared Google drive.

HOS Report – Brad Ryden

1. No updates to the submitted HOS report
2. There are active applications in 7th and 9th grade classes

3. This year's Jog-a-thon (held Oct 20th) theme will be "Hillbillies"
4. The opening home football game, Friday Night Lights, was a huge success
5. Bids being received for the fencing which will be added around the football field for crowd management
6. Fencing construction to be funded by surplus
7. Intend to have the fence and press box completed by Homecoming on October 20th
8. Sound system in the stadium may be necessary and would be funded by Booster Club
9. Work is being conducted on a Philosophy of Discipline for the school for an October board meeting deliverable

Strategic Plan Update – Steve Griffey

1. Admissions Committee will move to a HOS committee under the next by-law update with assigned charges
2. Ad Hoc committees such as the Technology Committee will also be a HOS committee reporting to Brad Ryden by February 2018
3. By-law updates can be expected in January
4. Not all committees need a philosophy statement but each should review
5. Committee on Trustees should have a philosophy statement

Approval of 2017-2018 Committee Charges

Development Committee- Steve Drukker presented the charges. Steve noted that budgetary implications would need to be considered for the '18-'19 year plan.

Charges for January 2018:

1. Develop a formal structure for communication and maintenance of relationships with alums and alumnae families
2. Cultivate a sustainable committee of volunteers to work with Amy on the nuts and bolts of development

Jim Guy Egbert moved to approve the Development Committee charges as submitted. Seconded by Dave Tippit. The motion carried unanimously.

Capital Campaign Committee- Steve Griffey presented the charges.

Charges for December 2017:

1. Continue to work the Focus plan for communicating the end of phase 2 and need for phase 3
2. Determine if/when we launch phase 3 capital campaign in 2018

Carrie Friesenhahn moved to approve the Capital Campaign Committee charges as submitted. Seconded by Jim Guy Egbert. The motion carried unanimously.

Master Planning Committee- Charlie Lunsford presented the charges. Charlie informed that Charge #2 would begin in October 2018.

Charges:

1. Begin architectural and master planning for phase 3 of the capital campaign. October 2017
2. Manage and expand present campus including consultation with appropriate government structures regarding left turn lane from Cascade Caverns into school. May 2018
3. Develop strategy for land acquisition. – **completed at retreat**

Dave Tippit moved to approve the Master Planning Committee charges as submitted. Seconded by Steve Drukker. The motion carried unanimously.

Committee on Trustees- Dave Tippit presented the charges. Discussion was held to divide Charge #3, reference 9/21/17 Strategic Plan update, into two charges. By-law updating would coordinate with the HSEC updates and be supported by the Secretary.

Charges:

1. Evaluate the board. August 2018
2. Plan for continual engagement of former board members. January 2018
3. Review and update current by-laws to reflect a strategy focused board January 2018
4. Review and update board policy manual. May 2018

Jody Goodman moved to approve the Committee on Trustees charges as amended. Seconded by Carrie Friesenhahn. The motion carried unanimously.

HSEC Committee- Jody Goodman presented the charges. Discussion was held on the topic of changing the name of the appellate function referenced in the charges. Work on by-laws will be conducted in January.

Charges:

1. Explore the use of an appellate function in the HSEC portfolio. March 2018
2. Review and update current by-laws to reflect a strategy focused board and update board policy manual. January 2018

Dave Tippit moved to approve the HSEC Committee charges as amended. Seconded by Carrie Friesenhahn. The motion carried unanimously.

Marketing Committee- Carrie Friesenhahn presented the charges. Carrie provided that the effort would be closely worked with the administration. Initial analysis and research would be conducted in December 2017 with a plan to implement in August 2018.

Charges for April 2018:

1. Using the Price, Product, Process document as our steering device for short and long-term planning: review, refresh, and unify GSB's internal and external marketing.

- Streamline and manage GSB's internal communication and establish controlled branding: unified use of logos, colors, fonts, etc.
2. Develop a short and long-term strategy for funding marketing efforts

Jim Guy Egbert moved to approve the Marketing Committee charges as submitted. Seconded by Kevin Young. The motion carried unanimously.

Finance Committee- Karen Abell presented the charges. Carrie provided that the effort would be closely worked with the administration. Initial analysis and research would be conducted in December 2017 with a plan to implement in August 2018.

Charges:

1. Create a Strategic Financial Plan assuming flat enrollment and plans for a 3.5% to 4% operating margin (SFP). November 2017
2. Determine funding source of sabbaticals for administrators. Clarify current sabbatical policy. November 2017
3. Evaluate need for a family/student enrollment fee. November 2017
4. Reconcile any existing conflicts in competing financial policies. March 2018

Dave Tippit moved to approve the Finance Committee charges as submitted. Seconded by Steve Drukker. The motion carried unanimously.

Kevin Young closed the meeting in prayer.

Next board meeting: October 18, 2017 – 6:00pm at the office of David Brock, located at:
Brock Upham Yost, PLLC
616 E Blanco Rd, Suite 202B
Boerne, TX 78006

The meeting adjourned at 7:22pm
Charles R. Garcia, Secretary

TO GOD BE THE GLORY