

Geneva School of Boerne

113 Cascade Caverns Road, Boerne, TX 78015

Minutes of the Board of Trustees Meeting January 18th, 2018

The regular meeting of the Geneva School of Boerne Board of Trustees was held at the **Geneva School of Boerne** at 113 Cascade Cavern, Boerne, TX 78015, in Dirk Russell's classroom. The meeting was called to order on Thursday, January 18th, at 6:04pm by the President. The Secretary was in attendance.

Attendees

Board members Charlie Lunsford, Kevin Young, Jody Goodman, Karen Abell, Steve Griffey, Bret Wacker, Carrie Friesenhahn, Steve Drukker, Jim Guy Egbert, Dave Tippit, Tiffany Smith and Charles Garcia were in attendance.

The following school administrators were in attendance: Brad Ryden, Amy Metzger and Dirk Russell

The following guests were also in attendance: Scott Travis, Travis Vaught, Robert Thornton, Paula Wacker, David Brock, Shelly Vaughn and Brittany Styles

Distributed Items

- Prior to the meeting the following items were emailed to members by the Head of School:
 - *Head of School Report – January 12, 2018*
- Items distributed to members during the meeting:
 - *Marketing Subcommittee “Distinctives” document which included reports from subcommittees*
 - *COT Presentation slide*
 - *Bylaws and Bylaw Edits*

Opening Prayer was offered by Scott Travis

Approval of Prior Meeting Minutes – Jody Goodman moved to approve the prior Board meeting (12/14/17) Minutes by the Secretary with non-material edits. Seconded by Kevin Young. The motion carried unanimously.

Steve Griffey informed the Board that those interested in attending SCL should notify Mr. Ryden.

Marketing/Development – Carrie Friesenhahn

1. Carrie reviewed the charges for the committee
2. The development of a Communications Roadmap is underway
3. Carrie presented and reviewed the GSB “Distinctives” document and subcommittee reports
4. Carrie previewed a production of the Geneva “70 Faces” video

5. The focus of marketing efforts will be to an internal audience with a viewpoint of *“who we are in order to keep it”*
6. New website will be ready in time for the beginning of the 2018-2019 school year
7. A video including the “Distinctives” will be ready in Spring 2018, along with a Style Guide

Committee on Trustees – Dave Tippit

1. Monthly meetings are being held as a sub-committee
2. Scott Travis and Robert Thornton presented on how the GSB would continue to engage former Board members to facilitate an *“intentional transfer of corporate knowledge”*
 - a) By bringing them on as members of the COT
 - b) Invitation to events such as the annual dinner
 - c) Board committee engagement to share leadership and experiences
 - d) Maintaining, where possible, a legacy board position
3. Kevin Young and David Brock presented Bylaw changes to the Board
 - a) Edits to the bylaws were distributed
 - b) A new, clean copy was distributed for Board members to review
4. The COT closed their presentation by praying for the Board and leadership of the school.

Approval of Changes to the Bylaws of Geneva School of Boerne – Carrie Friesenhahn moved to approve the bylaw changes as presented. Seconded by Karen Abell. The motion carried unanimously. The Secretary took responsibility for logging and filing the executed document.

Steve Griffey informed the Board that Jody Goodman agreed to participate in the “4-year plan” and will serve on the GSB Board for an additional year.

Head of School Report – Brad Ryden

1. 76 student applications submitted, 23 in process
2. Mr. Ryden reviewed the distributed HOS Report
3. Henderson Cup standings were updated just after Christmas
4. Phase II of the Capital Campaign is officially complete with funding fulfilled and some donations being earmarked for FF&E
5. GSB was blessed with a significant year-end giving season
6. Grammar School Teacher Academic Grants were being announced
7. Parker Uniforms, the primary parental supplier for GSB uniforms, has gone out of business
8. Administrative staff completed harassment training on 1/18/2018

Capital Campaign Committee – Steve Griffey

1. Libby Lunsford is working on the committee full-time
2. JoAnne Thornton has concluded her time on the committee
3. Phase II has been fully funded
4. The relationship with The FOCUS Group formally ended on 12/31/2017
5. The FOCUS Group will be reengaged when land comes available for crafting of a “case statement” which will provide a case study for funding in the form of a proposal
6. Meetings are taking place with the architectural firm to redo the Master Plan, taking into account the possible land acquisition and corresponding access changes

7. Grammar Benefit raised funds for FF&E; approximately \$40k is unfunded
8. Committee is obtaining a quote for a 2-class building to support the Logic School
9. Plans need to be in place for the remaining 6 portables by Summer 2018
10. The FOCUS Group has developed a job description for a Major Gifts Manager role

Master Planning Report – Jim Guy Egbert

1. Jim Guy provided an update to land acquisition efforts
2. Feasibility studies require approximately 120 days to conduct
3. Discussion was held on current attempts to acquire additional land for GSB's future

Admissions Committee – Brad Ryden

1. Interviews for the 2018-2019 school year continue

HSEC Committee – Jody Goodman

1. Review of the HSEC Report distributed with noted updates
2. Jody provided insights to a number of the minor and major objectives along with their completion status

Finance Report – Karen Abell

1. Finance Committee is working on risk mitigation for funds in bank accounts which exceed FDIC protection limits
2. Ongoing discussion taking place about a CD investment strategy offered by GSB's current bank (Texas Heritage) called Promontory
3. Discussion about year-end stock grant gifts
4. Discussion about GSB's line of credit
5. Discussion around how to categorize regular commitment payments from a key 2008 donor for the GSB gymnasium

The Board entered into Executive Session at 9:01pm and returned to the ordinary meeting at 9:30pm.

Steve Drukker led the board in prayer for specific prayer requests along with prayers for the GSB students/families, administration, faculty, staff, community and former students.

Meeting Close

The next board meeting will be held at the **Geneva School of Boerne** at 113 Cascade Cavern, Boerne, TX 78015, in Dirk Russell's classroom at 6pm on Thursday, March 22nd 2018.

The meeting adjourned at 9:32pm
Charles R. Garcia, Secretary

TO GOD BE THE GLORY