



GENEVA SCHOOL OF BOERNE
113 CASCADE CAVERNS ROAD, BOERNE, TX 78015

Minutes of the
GSB Board of Trustees Board Meeting
November 15, 2018

INTRAMEETING ACTIVITIES

- 1) Mark Keator was approved to the Finance Committee on 10/29/2018. The **motion was made** by Karen Abell and seconded by Charles Garcia. The motion carried via email.
- 2) 2018 Fall Board Retreat Minutes were approved via email on 10/30/2018. The **motion was made** by Charles Garcia and seconded by Travis Vaught. The motion carried via email.
- 3) On the recommendation of the Finance Committee, Karen Abell **made a motion** "To use cash reserves, as needed, for a 10% down payment and closing costs associated with the land purchase. This specific recommendation is per the Cash Reserve Policy." The motion was seconded by Charles Garcia. The motion carried unanimously via email on 11/7/18.
- 4) On the recommendation of the Finance Committee, Karen Abell **made a motion** "To use the private lender for financing the land purchase, subject to a contract review by Jim Guy, Brad, and Kevin, and confirmation that we hold title to the land." The motion was seconded by Charles Garcia. The motion carried unanimously via email on 11/7/18.
- 5) Karen Abell **made a motion** "To the Board to authorize Brad Ryden, Head of School, to sign the necessary closing documents on behalf of the Geneva School of Boerne for the purchase of the Cavender land, under contract, and the loan associated with the land." The motion was seconded by Jody Goodman. The motion carried via email on 11/13/2018. The Secretary produced a Memo of Written Notice (dtd 11/13/18).

The regular meeting of the Geneva School of Boerne Board of Trustees was held at the Geneva School of Boerne at 113 Cascade Caver, Boerne, TX 78015 in Mr. Dirk Russell's classroom. The meeting was called to order at 6:06pm by the President. The Secretary was in attendance.

ATTENDEES

Board members Karen Abell, Tonya Christal, Jim Guy Egbert, Carrie Friesenhahn, Steve Griffey, Debbie Ledoux, Dave Tippit, Travis Vaught, Kevin Young and Charles Garcia were in attendance.

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

DISTRIBUTED ITEMS

Prior to the meeting the following items were distributed to members by the Secretary:

- *HOS October and November reports*
- *HOS 2018-2019 Financial Aid Report*
- *HSEC Board Memo*
- *September and October 2018 Financial Reports*
- *Draft 2019-2020 School Budget*
- *2019 Board Agendas*
- *Committee Charges*
- *Draft Minutes from the September Board Meeting*

During the meeting the following was distributed:

- *Marketing Update via Oct-Nov Highlights document*

Devotional – Debbie Ledoux

Debbie led a devotional on the topic of avoiding stagnation referencing Psalm 51. She then led the Board in prayers for the GSB community.

Approval of Prior Meeting Minutes – A motion to approve the September Board Meeting Minutes was made by Charles Garcia and seconded by Jody Goodman. The motion carried unanimously with non-material edits.

Head of School Report – Brad Ryden

1. Mr. Ryden reviewed the HOS November Report
2. Updates on new and departing students
3. Budget summary
4. Accreditation update
5. 234 survey responses meets the 20% threshold needed to support accreditation
6. Survey details will be provided in the next report

Committee on Trustees – Travis Vaught

1. CoT provided an update

The Board entered executive session at 6:40pm and returned to the regular meeting at 8:01pm.

Finance – Karen Abell

1. Discussion was held on the land and budget
2. Discussion was held on how best to communicate the land purchase to the GSB community
3. The Line of Credit had an \$80k payment applied, leaving a balance under \$400k
4. Review of the 2019-2020 budget, assumptions and plan
5. Cash Reserves is under 15% but there is a plan to return it to this level over the subsequent years
6. Payments (interest-only) for the land purchase is built into the budget for next year
7. The Finance Committee reviewed and recommended approval of the budget
8. GSB had a 5-year plan to improve staff hires but is now at the tail end of that surge allowing the school to reduce the level of tuition increase
9. There will be a 4.6% increase to tuition for the 2019-2020 school year

Jim Guy Egbert **made a motion** to approve the presented 2019-2020 budget. The motion was seconded by Tonya Christal. The motion carried unanimously.

Master Planning – Jim Guy Egbert

1. On 11/15/18, GSB closed and funded the purchase of 19.2 acres adjacent to the current property
2. A friend of the school has underwritten the note
3. GSB will make interest-only payments of 3% annually, payable monthly
4. Final meeting with RVK to develop a master plan for the campus will be held the week after Thanksgiving
5. A draft of the master plan will be provided to the Board
6. Jim Guy will be meeting with contractors to plan the development of 1,600 feet of fence as part of the buyer's obligations to the land purchase

Capital Campaign – Brad Ryden

1. A leadership team is currently being approached
2. Meeting with The FOCUS Group is planned for 12/12/18
3. Leadership team needs to be ready in early 2019
4. A Case Statement for the land development will be prepared

Marketing/Development – Carrie Friesenhahn

1. GSB is 2½ months into the Social Media launch and it is going great
2. Alumni Society has been established and is growing
3. New branding materials have been released
4. Carrie updated the Board on several efforts by the Marketing team
5. Development is in the process of hashing out the role of the Development Specialist

Generative – Dave Tippit

1. Initial meeting of the Generative Committee has been held
2. Four more are scheduled during the school year

MEETING CLOSE

The Board of Trustees will gather with spouses on Sunday, December 9th at 6pm at La Fogata near the Dominion neighborhood for a Christmas celebration.

The next regular meeting of the GSB Board of Trustees will be held on Thursday, January 24th, 2019 at 6:00pm. The meeting will take place at the Geneva School of Boerne at 113 Cascade Cavern, Boerne, Texas 78015, in Mr. Dirk Russell's classroom in the Rhetoric Building.

The meeting adjourned at 8:51pm, November 15th, 2018.



Charles R. Garcia, Secretary

2/9/19
Date

TO GOD BE THE GLORY