

Geneva School of Boerne

113 Cascade Caverns Road, Boerne, TX 78015

Minutes Board Meeting October 18th, 2017

The regular meeting of the Geneva School of Boerne Board of Trustees was held at the office of **Brock Upham Yost, PLLC at 616 E Blanco Rd, Suite 202B Boerne, TX 78006**. The meeting was called to order on Wednesday, October 18th, at 6:09pm by the President. The Secretary was in attendance.

Attendees

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

Intra-meeting Activity

Marketing Committee- Carrie Friesenhahn presented names to be approved for the temporary Marketing Committee. The board voted electronically and approved the individuals through a majority vote.

Distributed Items

- Prior to the meeting the following items were emailed to members by the Secretary:
 - HSEC Report, Headmaster Report, Final version of Philosophy of Discipleship, Prior Meeting Minutes, September Financial Report and a Capital Campaign Update
- No items were distributed to members during the meeting

Prayer & Scripture – Steve Drukker – Mark 2 & 3

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

Approval of Prior Meeting Minutes – Charles Garcia moved to approve the prior Board meeting (9/21/2017) minutes as submitted by the Secretary with non-material edits. Seconded by Bret Wacker. The motion carried unanimously.

HOS Report – Brad Ryden

1. No changes to the distributed HOS report
2. New hymnals have been purchased
3. Personnel- Melissa Hajek accepted the offer as the Grammar School assistant. This is a part-time position for now, with expectation to be full time in 2018
4. Ongoing discussion about the Budget and Strategic Financial Plan
 - a. Staff hires are handling specific school needs
 - b. Review of assumptions is taking place

5. Consideration is underway for technology options which might be able to consolidate the school's communications
6. Review of geographical distribution of GSB families

Finance Report – Karen Abell

1. Budget adjustments are being made based upon the expectation of flat enrollment
 2. Board will need to consider how this impacts the ISM score
 3. Finance Committee recommending a school-wide 6% tuition increase for the 2018-2019 year
 4. Finance Committee recommending a New Student Fee, effective for the 2018-2019 school year and beyond, of \$750 for each new student with new students of existing families being grandfathered. New students of existing families (marked by the beginning of the 2017-2018 school year) will be grandfathered.
- Discussion took place about the New Student Fee. It was agreed that the supporting business rules of the New Student Fee would be established and worked out by the Admissions Committee

Karen Abell moved to approve the New Student Fee of \$750 for each new student beginning in the 2018-2019 school year. Seconded by Charles Garcia. The motion carried unanimously.

Master Planning Report – Charlie Lunsford

1. Charge #1 has begun on schedule
 - *Begin architectural and master planning for phase 3 of the capital campaign. Due October 2017*

Development Committee – Steve Drukker

1. Charge #1 is on track and the committee is reviewing finalists for the alumni committee
 - *Develop a formal structure for communication and maintenance of relationships with alums and alumnae families*
 2. Regarding Charge #2, the DevCom will bring a recommendation to the board about a framework and an associated budget
 - *Cultivate a sustainable committee of volunteers to work with Amy on the nuts and bolts of development*
- Discussion was held about the potential of merging the Development Committee and the Marketing Committee to focus on the alumni opportunity

Jody Goodman moved to merge the Development Committee and Marketing Committee into a single ad hoc committee. Seconded by Carrie Friesenhahn. The motion carried unanimously.

Marketing Committee – Carrie Friesenhahn

1. Charge #1 is underway
 - *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*

2. Design studio has been identified which can meet a specific set of needs at an encouraging price
3. Marketing materials are being organized around the PPP document

Capital Campaign Committee – Steve Griffey

1. There are concerns about the campaign timeline
 2. GSB needs a full time development committee
 3. Board has acknowledged that it will take guidance from the Capital Campaign Committee about timing
 4. It is believed to be too early to kick off Phase 3 of the campaign as planned in January
 5. Committee will confirm with the Focus Group
 6. Charge #1 continues as the Focus Group is contracted through December 2018
 - *Continue to work the Focus plan for communicating the end of phase 2 and need for phase 3*
 7. Regarding Charge #2, the committee's feedback will likely be to pause the Capital Campaign
 - *Determine if/when we launch phase 3 capital campaign in 2018*
 8. Dessert and breakfast events were well attended with 80+ attendees
- Discussion was held about the need to create a philosophy of development if the campaign went into a pause

Committee on Trustees – Dave Tippit

1. COT members are pairing with committee chairs for prayer and accountability
2. Working on committee recruiting for 2 years ahead
3. Building committee succession plan
4. A Board Profile review document will be available in November
5. Seeking board candidates for Development and Master Planning
6. The COT seeks suggestions from the Board
7. Names of potential candidates will be brought forward for initial discussion at the next board meeting
8. Potential candidates will be contacted in January
9. Names of the candidates will be brought in either the February or March board meetings

Admissions Committee – Brad Ryden

1. Joanne Thornton is recruiting two people
 2. One person has been selected
 3. Committee will meet in November
 4. In January, the Board will receive a motion to move the Admissions Committee to a HOS committee
- Brad Ryden addressed the previously distributed Philosophy of Discipleship. The document will be used as required reading for parents along with the Chris Perrin's book on classical education.

Steve Drukker moved to adopt the Philosophy of Discipleship. Seconded by Jody Goodman. The motion carried unanimously.

HSEC Committee – Jody Goodman

1. 2017-2018 report distributed
2. There are four major HOS objectives
 - a. The approval of the Philosophy of Discipleship represents the completion of an objective
3. HSEC will report whenever an objective is complete or a major issue arises
4. Brad Ryden will attend the upcoming SCL Headmaster Conference
5. A tour of the Phase 3 construction initiatives will be provided prior to the next board meeting

Upcoming items:

- Next board meeting: November 16, 2017 – 6:00pm at the GSB Lyceum
- Board tour will meet at the GSB Lyceum and begin just prior to the meeting at 5:30pm
- The Annual Board Dinner will be held on December 14th, 2017

Bret Wacker closed the meeting in prayer. The board extends special gratitude to David Brock for the hospitality and use of the meeting facilities.

The meeting adjourned at 8:32pm
Charles R. Garcia, Secretary

TO GOD BE THE GLORY