



**Board of Trustees
Meeting Minutes
November 8, 2011
GRACE Administrative Office
Room 105**

Trustees Present: Karen Denney, Connie Jensen, Becky Kaye, Gary Kozloski, Kim Lasecki, Debra Leisgang, Brian Maloney, Bill Micksch, Michael O’Callaghan, Art Olsen, Elise Opicka, Dave Sladek, John St. Andre, Elyse Stackhouse, Sue Tengowski, Lee Thibaudeau, Gary Van Handel, Marv Wall, and Mark Warpinski

GRACE Staff Present: President Allan Patek, Administrative Assistant Linda Barton.

Others in Attendance: Calli Lacy (St. Matthew SAC)

Call to Order: Chair Gary Kozloski called the meeting to order at 6:30 pm.

The group opened with a prayer.

1. **Roll Call** was taken with 18 members present. Trustees, Denney, Jensen, Kaye, Kozloski, Lasecki, Leisgang, Maloney, Micksch, O’Callaghan, Olsen, Sladek, St. Andre, .Stackhouse, Tengowski, Thibaudeau, Van Handel, Wall, and Warpinski.

Gary Kozloski welcomed Dave Sladek and the new Trustee representing St. Mary De Pere, Dave Sladek gave a brief introduction of himself.

2. **October 11, 2011 Meeting Minutes:** Mark Warpinski moved approval of the October 11, 2011 minutes, seconded by Lee Thibaudeau. Motion carried.

Trustee Elise Opicka arrived at 6:40 p.m.

3. **Open Forum:** No one present.

4. **Communications:**

An addition was made to the communication report adding a communication from Carrie Liebhauser the Resurrection SAC chair regarding planning issues and communication problems.

5. **Finance Report:**

Finance Chairperson Marv Wall provided finance update. He reported the September 2011 financial statement was still not approved. He pointed out that the preliminary September numbers do reflect the full run rate we will see in reflected in the October numbers. The report was discussed.

Mark Warpinski moved that the report be received and placed on file, seconded by Michael O'Callaghan. Motion Carried.

6. President's Report: (Attachment 4)

President Allan Patek reviewed the President's Report. The President Report was discussed. Report was received and filed. President Allan Patek took questions from the Board.

The discussion produced guidance to the Executive Committee to focus the agendas more of decision items and less on reporting. After questions, the development report was taken up for discussion. A number of Trustees expressed concern about the appeal receipts and pace of development activities. Trustee Kim Lasecki asked for more detailed reporting.

Trustee Mark Warpinski move to receive and place on file the President's report, seconded by Michael O'Callaghan. Motion carried moved to have at least two groups present their fund raising/development ideas to the Board. Trustee Lee Thibaudeau seconded. Motion carried.

Trustee Elyse Stackhouse moved to have the Development Committee solicit development consultants, interview them and present two names to the Board for consideration, seconded by Mark Warpinski. Motion carried.

Trustee Mark Warpinski moved to have "special" meeting to discuss development and operations prior to the December 13th meeting, seconded by Art Olsen. Motion Carried.

7. Committee Reports and Recommendations:

a. Executive

1. Board of Directors Meeting

Chair Kozloski reviewed the discussion from the Directors meeting.

2. Member in Good Standing

Chair Gary Kozloski updated the Trustees on the Director's discussion of the members in good standing issue. The Chair asked President Patek to share his draft letter to parents not in good standing.

3. Our Lady's Helpers Event

Chair Kozloski reported that a follow-up meeting was help with the individuals who proposed the Our Lady's Helper's event. A group decided to have the sponsors further develop the proposal. GRACE could not commit to be involved without more information. The Chair referred the issue to the Marketing Committee for consideration.

b. Finance/Facilities

Finance Chair Marv Wall reported that the audit would start shortly to be completed prior to the end of the year.

c. Development

A short conversation was held on annual appeal follow-up activities since the Development Report was discussed earlier in the meeting.

d. Human Resources

Human Resources Chair Lee Thibaudeau reviewed the committee's discussions.

Trustee Mark Warpinski move approval of proposed revisions to the Principal's ministry profile and the new instructor ministry profile, seconded by Brian Maloney. Motion carried.

A discussion followed on whether ministry profiles had to be approved by the board. After discussion, Chair Kozloski indicated that initial ministry profile would be approved by the board although we would try to group them for approval.

e. Education and Catholic Identity

Chair sue Tengowski reported that no meeting was held. Chair Kozloski asked new trustee Dave Sladek to join the committee.

Trustees Elise Stackhouse and Karen Denny left the meeting at 8:40 p.m.

f. Marketing/Public Relations:

Chair Kozloski restated his intention to have the Marketing Committee look at the Our Lady's Helpers proposal with special attention to the proposed date.

8. New Business

Trustee Chair Gary Kozloski suggested having Christmas treats for the December 13th meeting.

ATTACHMENT #1

Moved by Mark Warpinski, seconded by Sue Tengowski that the meeting be adjourned.
Motion carried

Meeting adjourned at 8:50 p.m.

Respectfully submitted,
Linda Barton
Recording Secretary