



Our Lady of Bethlehem School and Childcare

Minutes of the Meeting of the Board of Trustees November 15, 2011

Voting Members Present: Jim Cottrill Bill Prophater Felicia Paras Traci Saliba Nicole Powell

Voting Members Absent: Rev. Wm. Dettling Steve Dimon

Ex-Officio Members Participating: April Bush, HASA President
Lori Dulin, Director
Anita Schroeder, Development Foundation (DF)

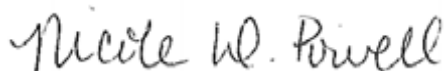
Guests: Lori Ebling, OLB Office Manager

1. The meeting was opened at 7:43pm with a prayer.
2. The minutes from the October 11th meeting were approved with one minor change.
3. HASA President, April Bush, reported on recent HASA activities. The fall fundraiser raised \$2071 of the \$2500 goal (\$875 in donations and \$1196 in sale profit). While the fundraiser was a success, HASA is brainstorming new fundraising ideas for next fall. Fall beautification day was successful and much was accomplished on the OLB grounds. The All Saints party and trick or trunk event were not only fun for the children, but the Run the Race service project they participated in at the party exceeded expectations: over 100 bags were filled with donated items from OLB families and taken to the Brian Muha Foundation's Run the Race Club. At the last HASA meeting, multiple events were discussed and planned for the months of December, January, and February. After this month, HASA has \$8184.32 in its bank account; this amount does not include the HASA fees collected at the beginning of the school year. The HASA's next meeting will be held on Thursday, 12/8.
4. Anita Schroeder, the DF's Alumni Relations Chair, reported on the recent DF activities. The DF currently has \$31,622.55 in assets. The DF recently approved \$370 that provided a one time only tuition assistance for a hardship family; this is not reflected in the current assets. The restaurant of the month (ROM) for November is Gallo's Tap Room on Wednesday 11/16. There are two ROM for the month of December: Applebees on 12/12 and Jersey Mike's on 12/14. The DF has two new stores partners: Avon consultant Denise Coyne and MY COKE REWARDS. Secret Santa shopping

will be available to OLB alumni on Sunday December 4th from 4-7pm. DF president and VP are still needed. The next DF meeting will be held on Thursday, 12/1.

5. Bill Prophater, OLB Board of Trustees Treasurer, reported that Kathy Warnick is continuing to streamline finances using non-profit standards. LD reported that the current balance sheets are more in line with reporting for not-for profit institutions. While the balance sheets indicate a healthy cash position, pre-paid tuition lends to inflated income in August. Two desktops and a new boiler have been purchased. A motion was carried to combine three restricted short term CDs currently used for “rainy day” funds and allow for unrestricted use of these funds. A second motion carried to adjust balance sheet to conform with generally accepted accounting practices. LD reported that she, LE and financial consultants reorganized the profit & loss budget and the budgeting and reporting structure is more to true to non-profit standards. A third motion carried to proportion expenses in relation to gross revenue per class.
6. Lori Dulin, Director of OLB School and Childcare, discussed current progress and events at OLB and addressed several facility concerns. LD reported that the OLB community is thrilled to have Father Dettling back and he is doing very well. LD introduced Lori Ebling, the OLB office manager, who then reviewed the current financial procedures, payment card industry (PCI) security standards, and OLB’s PCI compliance. Recommended actions to continue to meet compliance and improve current financial procedures were discussed. A motion carried to subscribe to “virtual terminal” technology. Meetings are ongoing with OLB staff, financial consultants and financial service providers and the outcome of these discussions will be reported at the next board meeting.
7. Nicole Powell, I&T steering committee board liaison, reported on the state of the OLB capital campaign for the I&T program. To date, the dollar amount that has been solicited by the steering committee is \$154,251. Of that amount, \$51,551 has been received by OLB. The progress of the silent phase was discussed and deadlines for this phase were encouraged to be set. The second, public phase of our campaign is slated to begin this month. The next meeting for the steering committee will be held on Wednesday, 11/16.
8. Jim Cottrill, OLB Board of Trustees President, announced that there would not be a meeting of the Board of Trustees for the month of December. The Board will reconvene in January. The meeting was adjourned at 8:50.

Respectfully submitted,



Nicole D. Powell
Board Member & Secretary