

## September 13, 2005

Members present: Rick Anderson, Bill Culbertson, Marilou Eldred, Vince Flynn, Bill Foussard, Bill Gabler, Margaret Gadiant, Jim Giefer, Frank Lang, Susan Lund, Jessie Nicholson, Tim Marrinan, Tom Mich, John Patterson, Mark Reiling, Phil Reim, Tom Schreier, Jr., Marianne Short, Mike Sullivan, Sister Mary Denise Villaume

Guests present: Robley Evans, Randall Hallett, Celeste Heidelberger, Thomas O'Brien

The meeting was convened at 9:00 a.m. by Chair Tom Schreier. Dr. Mich led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the minutes of the June 13, 2005, meeting. Motion carried on voice vote.

### Headmaster's Report

Dr. Mich reflected on a great start to the 2005-2006 school year. He stated that the school year began with a freshmen retreat on Sunday, August 28 and Monday, August 29, which was a great success.

Dr. Mich reported the following:

- \* He reviewed the Headmaster's report highlighting faculty and staff demographics, enrollment statistics, and student data

- \* Father Greg Schaeffer and the Venezuelan Dancers performed during formation on Monday, September 12

- \* He commented on the great work of Mark Westlake and the Experimental Vehicle Team with the Solar Car Challenge victory

- \* Opening School mass tomorrow, Wednesday, September 14. Father Dan Ostdiek presiding.

- \* Saint Thomas Aquinas Mass will be held on January 26 with Archbishop Flynn presiding. He encouraged board members to attend schedules permitting.

- \* Commented on the great work of our students with the efforts of raising money for the victims of Hurricane Katrina. Dr. Mich has contacted the Archdiocese and is working in conjunction with the University of St. Thomas on the possibility of welcoming students to the Academy from St. Augustine's High School in New Orleans. He has spoken with Father Doyle and is awaiting a decision from the school.

- \* Encouraged trustees to visit the Academy and also invited trustees to take a group of cadets to lunch.

- \* He addressed the students by class on Monday, September 13 and discussed standards and expectations for the year.

- \* Expressed the importance of having a Chaplain on staff and stated how delighted he is to have Father Dan Ostdiek as our Chaplain.

## Institutional Advancement Report

Randall Hallett, Director of Institutional Advancement addressed several issues relating to development/advancement for the 2005-2006 academic year.

1. The philosophy of the department will focus on creating greater communication with constituents.

a. For Parents, creating an environment where parents have a better understanding of the day to day workings of the school, including the finances.

b. For Alums, helping them to feel that their time at Saint Thomas Academy was a defining moment in their life as well as the pride that is felt when saying that you are a graduate of STA.

c. For the community at large, present the type of stories that separate STA from other schools and that all the great community to see the amazing work that goes on at STA each and every day.

2. In the communication channels, the idea of personal/one-on-one solicitations is critical to our success. Not just for the personal ask but to be used as an opportunity to report on how previous gifts were used and express the appreciation for their belief in our mission and vision.

a. Over 300 personal visits with Parents before Oct. 15

b. Over 700 personal visits with alumni and friends before March 31.

c. Increased participation levels in all giving areas.

i. Example - Parents in 2001, 73% gave to the annual fund. Last year, less than 24%.

d. The overall goal for annual giving is \$1.135 million in unrestricted dollars.

3. Included in the trustees packet is the entire development plan for the year, which any member should feel to review and contact Mr. Hallett with questions.

Mr. Hallett also addressed the stages of an impending capital campaign.

1. The first stage is to create a Case Statement that represents the scope of the needs, the impact that these changes would have on the institution and a brief synopsis of STA currently.

2. After the Case Statement, a task force is created, using the Advancement subcommittee as a base, to oversee the feasibility study. Their responsibilities would include:

- a. Approve plans for the study.
  - b. Receive the findings and recommendations from the internal analysis and assessment.
  - c. Approve the preliminary campaign prospectus and materials for the feasibility study.
  - d. Help to select and prioritize those who will be interviewed in the feasibility study.
  - e. Receive the feasibility study report and make campaign recommendations to the board.
3. At this time, the basic elements of a campaign might include:
- a. A student center
  - b. Refurbishments of the current school
  - c. Scholarship endowments
  - d. Faculty salary and development endowments
4. Any and all campaign designs or major issues would first have to be approved by the Board of Trustees.

#### Investment and Finance Report

Mike Sullivan reported that the financial affairs of the Academy are in good order. The audit will begin shortly and a report will be provided at a future meeting. He added that for the fiscal year-end we finished with a slight operating deficit of 3.5% due in part to an annual giving shortfall. The deficit was met with a larger than normal endowment draw from reserves. This was described as acceptable on an exception basis and not atypical in this context. Mike also noted that the deficit notwithstanding the AIB Debt Covenants were met.

A report of the Academy's investment summary was distributed and reviewed. For the fiscal year the investments had an 11% return.

He discussed the details of the new interest rate swap agreement. He introduced a resolution to ratify the variable rate debt swap agreement. A motion was moved, seconded and approved on voice vote.

#### ISACS

Dr. Heidelberger and Bill Culbertson reviewed the Independent Schools Association of the Central States (ISACS) accreditation process noting we are in the self-study phase. The

Steering Committee and committee structure were outlined. A copy of the meeting model, supporting documents and the major commendations and recommendations from the 1998 Visiting Team Report was distributed.

## Committee Reports

### Executive Committee

Tom Schreier reported that the Executive Committee will meet approximately one week in advance of the Board meetings with the primary purpose to set the agenda and determine issues to be addressed in advance of the Board meeting. Trustees are to contact one of the committee chairs with topics to be addressed. Minutes of the Executive Committee meeting will be distributed to the broader Board.

The Executive Committee met last week and the primary items of substance discussed were the financial report, investment report and the Executive Committee's approval of the variable rate debt swap agreement.

### Board Affairs Committee

Marianne Short referenced the updated Board roster, committee assignments and meeting schedule and recommended that trustees replace the documents in their Board of Trustees Policy and Reference manual.

She reported that the Board Affairs Committee will begin reviewing sections of the policies to be certain they are current and up-to-date. A procedure has been defined on adopting new policies. Sub-committees wishing to propose new policies are to send to the Board Affairs Committee for seeking approval by the Board.

### Building and Grounds Committee

Frank Lang reported that the physical aspects of the campus are of utmost importance to the future of the campus. He reviewed the projects completed this summer and stated that work continues on the new soccer/lacrosse field across the street.

### Chairman's Business

Tom Schreier reported:

- \* The 2005-2006 committee assignments were distributed and trustees were asked to contact Tom with concerns related to aligning interests and expertise.

- \* He reiterated Dr. Mich's comments on the start to a great school year.

- \* Trustees were encouraged to be visible at the Academy and take full advantage of a day of visitation and coordinating with Tom Mich to facilitate inviting a group of cadets to lunch.

\* Tom stated that he values the trustee's time and perspective and welcomes thoughts and suggestions. With this in mind, an effort will be made to focus trustee meetings on key topics such as the budget, curriculum, marketing/admissions, ISACS, and the capital campaign.

\* He expressed that he is looking forward to a great year with the Board of Trustees.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary

## October 25, 2005

Members present: Rick Anderson, Mike Ciresi, Bill Culbertson, Bill Foussard, Bill Gabler, Margaret Gadiant, Jim Giefer, Bill Hoffmann, Susan Lund, Father Kevin McDonough, Dr. Mich, Jessie Nicholson, John Patterson, Mark Reiling, Tom Schreier, Jr., Marianne Short, Mike Sullivan, Sister Mary Denise Villaume

Guests present: Robley Evans, Randall Hallett, Suzy Urick, Ruth Wikoff-Jones

The meeting was convened at 3:40 p.m. by Chair Tom Schreier. Dr. Mich led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the minutes of the September 13, 2005, meeting. Motion carried on voice vote.

### Headmaster's Report

Dr. Mich reported the following:

\* He commented that the year has started with an impressive first quarter. He reflected on the many events at the Academy, including:

- \* New parent orientation
- \* Senior parents evening
- \* Eagle Awards evening
- \* Opening school mass and reception
- \* Grandparents' Day; 800 grandparents attended the mass, reception and military review
- \* Camp Ripley
- \* Autumn Wine Tasting
- \* Opus Sancti Thomae Dinner and Award; George Schnell honored as this year's recipient
- \* Homecoming week and carnival. We ended the week with a victory football game with a celebratory cannon
- \* Freshmen and sophomore retreats
- \* Mothers' club harvest mass and dinner

\* He expressed that the extended formation is working well and we are managing to have some downtime for the faculty, staff and students

- \* Work is underway on the construction of the new deli area in the cafeteria
- \* The faculty and staff attended Virtus training on Thursday, October 20
- \* The ISACS program is moving along swiftly and with real precision thanks to the good work of Dr. Celeste Heidelberger and Bill Culbertson
- \* Curriculum articulation is on track
- \* Online grading and attendance program is moving along smoothly

\* He announced that Dave Bassett was the recipient of the 2005 distinguished Yale Teaching Award. He was also nominated as the candidate for the Carleton College award by Kareem El Muslemany '05.

\* Dr. Mich reported that the Academy will be receiving a gift in excess of \$1.5 million from a benefactor's estate. He also reminded the Board of the recent gift from John Fogarty '42 of nearly \$600,000.

\* He asked the Board to continue to keep Dave Bassett, Chris Brucker, Tim Hugley and Pat Schwartz in their prayers.

\* He encouraged trustees to schedule a full day or half-day visit to the Academy. To schedule, contact Dr. Heidelberger at 651-683-1522.

\* He announced that there is a confirmed case of Pertussis.

\* A special thanks to Robley Evans for his dedicated work to the Academy

\* Upcoming events:

\* All Saints Day Mass – November 1

\* Veterans' Day – November 9, Governor Pawlenty

\* Admissions Reception – November 6, 1:00 p.m.

## Auction Update

Ruth Wikoff-Jones and Suzy Urick updated the Board on this year's auction. The theme is Fiesta de la Primavera. Suzy stated that for her, Fiesta stands for "Friends and Family Investing in Education at STA." One of the goals this year is to more actively solicit advertisers and donors outside the STA community.

She asked the Board to continue to be leaders and supporters of the auction: continue their support of the tuition raffle as well as the wall of wine or some other donation. Suzy distributed additional information on opportunities to support the auction.

A motion was moved, seconded and approved on voice vote to underwrite the tuition raffle. Chairman Tom Schreier indicated the Board will take under advisement the wall of wine or other donation.

## Institutional Advancement Update and Report

Randall Hallett presented to the Board an overview of the feasibility study and potential timeline for an impending capital campaign. Highlights included a detailed review of the information gathering for the feasibility study, Board involvement, and long-term dates for the process. Details can be seen in the attached PowerPoint presentation.

Also, Mr. Hallett reviewed the current situation with regards to annual giving. While over \$100,000 ahead of last year, Randall indicated that he is not satisfied with the current numbers and the Advancement area will continue to strive for better results."

## Committee Reports

## Executive Committee

No report.

## Admissions, Diversity and Marketing Committee

Bill Hoffmann reported that the committee has met and reviewed the admissions and marketing initiatives. He noted both are on track and proceeding well.

## Board Affairs Committee

Marianne Short reported that the committee has met. Work is underway on reviewing sections of the policy manual. The committee is also drafting an exit interview for outgoing board members to provide feedback during their tenure on the board.

The primary focus for the year will be the committee's role as a nominating committee. The board leadership and succession is the largest issue. The committee welcomes thoughts and comments on the recommendation of solid board candidates. In considering the needs of the board, we are looking for candidates with a background in finance, building and grounds and diversity. Contact Marianne Short with your thoughts or names of prospective board members.

## Building and Grounds Committee

In the absence of Frank Lang, Jim Giefer reported that the committee has met and a tour of the campus is scheduled for Wednesday, November 2 at 3:00 p.m. for those interested.

## Educational Affairs Committee

Margaret Gadiant reported that the committee has met. The committee will stay in close communication with the administration regarding the curriculum review and ISACS self-study. She reiterated the invitation to visit the campus as it provides for a sense of understanding on the daily life at the Academy.

## Finance and Investment Committee

Mike Sullivan reported that the audit field work is complete with the final review in progress. The audit should be complete in the next 30 days and a full report will be provided at the December meeting. The AIB financial covenants were met.

The budget for the year looks favorable. Enrollment and financial aid are as planned with the unknown being the Annual Fund. Higher energy costs should be covered by budget reserves. Work is underway on next year's budget. The committee has met with the faculty and the faculty's major concern is health insurance. The preliminary budget will be presented at the December meeting.

There was no formal report on Investments. He added that there are no issues and the funds are performing at market.

#### Institutional Advancement Committee

Bill Gabler reported that the committee has met and reviewed the schedule, draft case statement, and identified leaders for the consultants to interview as part of the preparatory work. The committee will continue to work towards the goal.

#### Board Representatives to Constituent Groups

##### Mother's Club

Margaret Gadiant reported:

- \* Uniform sale was very successful with a profit of over \$5,000.
- \* The Get Acquainted Gathering was very successful.
- \* The first meeting was held on September 13 with a great turnout. The enthusiasm and energy for their sons is enormous.
- \* Preparation is underway for the Christmas mass and brunch.

##### Father's Club

No report.

#### Alumni Association

A review of the alumni functions held in the past was the focus at the last meeting. Randall Hallett asked that the alumni continue to be supportive in soliciting gifts through the phone-a-thons.

Bill Foussard announced the Thanksgiving Meals on Wheels program and encouraged participation for this great service project. For those interested in participating, contact Bill Foussard. Further details will be forthcoming.

#### Vista Cooperation

No report.

#### Faculty Representative

Bill Culbertson reported:

- \* Grades 9-12 took the PSAT, Plan and Explore test the morning of Wednesday, October 12. Students were dismissed in the afternoon and the ISACS committees met for the remainder of the day.

\* The ISACS Blue and White committees have met twice and work is going very well. The goal is to have the committee reports finalized prior to the holiday break.

\* He provided an overview of the Board to the faculty at the faculty meeting.

\* He encouraged Board members to schedule a visit as the faculty appreciates the presence of the trustees at the school.

\* Upcoming events:

\* Football section semi-final game, Saturday, October 28, 1:30 p.m. at STA.

\* Soccer team won the section to advance to State. First game is at Holy Angels on Thursday, October 27 at 7:30 p.m.

\* Cross Country team in section meet Tuesday, October 25.

\* The VISA theatre performance, Diary of Anne Frank, is at the DeSales Auditorium on November 4, 5, 11 and 12 at 7:30 p.m. and November 6 and 13 at 4:00 p.m.

### Chairman's Business

Chair Tom Schreier expressed his personal thank you to the trustees for their time and service to the Board and encouraged their participation in the committee work.

Tom commented on the Opus Sancti Thomae dinner and the fact that worthy honorees come from many backgrounds, and are honored for a variety of reasons, and that this year's honoree George "Paco" Schnell was an excellent choice and well received by the attendees. Tom also mentioned that a donor for a second medal on the plaque would be welcome.

Trustees are the leaders of the school and as such should be leaders for the Annual Fund. Tom encouraged trustees to donate early.

The location of the December 6 meeting is yet to be determined. Trustees will be notified shortly as to the location.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary

**December 6, 2005**

Members present: Rick Anderson, Mike Ciresi, Bill Culbertson, Marilou Eldred, Vince Flynn, Bill Foussard, Bill Gabler, Jim Giefer, Bill Hoffmann, Susan Lund, Tim Marrinan, Father Kevin McDonough, Tom Mich, John Patterson, Mark Reiling, Tom Schreier, Jr., Marianne Short

Guests present: Robley Evans, Randall Hallett, Tom O'Brien, Tom Werner

The meeting was convened at 3:45 p.m. by Chair Tom Schreier. Father McDonough led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the minutes of the October 25, 2005, meeting. Motion carried on voice vote.

### Headmaster's Report

Dr. Mich was pleased to introduce the 2005-2006 Cadet Colonel, Tom Werner. Tom Werner said a few remarks with regards to his involvement at the Academy, his volunteer work and what he enjoys doing outside of school. Dr. Mich added that at this year's ceremony, we were honored to have in attendance previous Cadets Colonel at a luncheon prior to the ceremony.

Dr. Mich reported:

- \* Tom Schreier, Sr. will be the honored recipient of the Hames Award in the spring.
- \* The Board of Trustees Christmas party is at The Town and Country Club on Sunday, December 6. To add enthusiasm to this year's event there will be a drawing for two roundtrip airline tickets for current faculty and staff in attendance.
- \* He acknowledged Robley's successful fight against cancer noting he is cancer free. He provided an update on Dave Bassett's condition. He asked the Board to continue to keep Dave and his wife in their prayers.
- \* A meeting was held with the VISTA Cooperation group. The STA and VIS Boards will schedule a joint meeting next year. At this meeting, the Board members will meet independently and then regroup as a joint committee for a meeting and social hour.
- \* The ISACS self-study process is progressing in a positive direction. The Visiting Team will be at the Academy beginning Sunday, October 8. He was pleased to announce that Mr. Sam Salis, President of Breck School will be Chairing the Visiting Team.
- \* Dr. Mich reported that \$1.3 million dollars in "asks" for calendar end of the year was mailed November 30th. We have no idea what to expect but think that is was a VERY segmented mailing. Hoping for the best!
- \* He commented on a great school year, highlighting:

\* The Mother/Son Brunch was held on Sunday, December 4 and was well attended. Due to the large numbers of mothers and sons participating, the Mothers' Club is hosting a second mass and brunch on Sunday, December 11.

\* Veterans' Day Ceremony was well attended by the retired faculty. Governor Pawlenty was the honored guest at the event.

## Institutional Advancement Update and Report

Bill Gabler reported that the committee met in early November. The annual fund is ahead of last year by \$45,000 with this year's goal being \$1.135 million. He encouraged trustees to make their contribution to the annual fund. It is important to have a fully engaged Board; trustees set the example through their own giving.

The planning stage of the capital campaign is underway. Bill reviewed information pertinent to the Board from the campaign consultant's presentation and Randall Hallett presented a recap of the focus group meetings highlighting the key areas needed for support:

- \* Student Activity Center.
- \* Perception being reality; the school needs some updates and refurbishments including new classrooms, science labs, community meeting spaces, etc.
- \* Tuition aid and maintaining the highest level of scholarships available.
- \* Faculty professional development.
- \* Most importantly, the faculty was the most highly mentioned aspect of the school that makes it as great as it is.

At this time information has been collected from the following sources:

\* 2 faculty focus group meetings; 6 parent focus group meetings; 3 past parent focus group meetings; 2 Alumni focus group meetings; Website survey of alumni; ISACS information; 80 private interviews with key donors, parents, and alumni

\* With all the aforementioned information, a finalizing Case Statement (identity to everyone of why and what the campaign will consist of) by Campaign Task Force is being completed. Task Force consists of board members and at large members of the community and are meeting monthly.

\* The Board of Trustees will see the final recommended scope of the project and have the chance for approve sometime in late winter in 2006.

- \* Bring to faculty once Board has given approval – need their buy in.
- \* Quiet fundraising for the next 18 months or so – about 60% of the goal
- \* Open to public after to complete campaign
- \* Close campaign approximately Fall 2009.
- \* Construction – depends on gifts and payments of pledges
- \* Will go come back to faculty with more specific needs as projects are finalized by architects – science labs specific needs, student activity center needs, etc.

## Budget Proposal

John Patterson presented the proposed budget (attached).

There was a robust discussion ensued regarding the underlying principles driving the budget process and the need to ensure we balance the cost of an STA education, required financial aid and other relevant matters.

#### Committee Reports

##### Executive Committee

No report.

##### Admissions, Diversity and Marketing Committee

No formal report. Bill Hoffmann noted that he has invited the Directors of Admissions and Communications to make a presentation on the key areas at a future Board meeting.

##### Board Affairs Committee

Marianne Short reported that the committee's current focus is developing a process for recruitment of potential Board members. The committee welcomes thoughts and comments on the recommendation of solid Board candidates. Contact Tom Schreier or Marianne Short with your thoughts or suggestions of prospective Board members.

##### Building and Grounds Committee

No formal report. Dr. Mich noted that the land across the street has been seeded and improvements are being made to the gymnasium.

##### Educational Affairs Committee

No report.

##### Board Representatives to Constituent Groups

##### Mother's Club

The Mothers' Club is celebrating the Christmas Season with the Mass and Brunch for the Moms and their sons which is one of the most popular events of the year.

##### Father's Club

No report.

##### Alumni Association

No report.

VISTA Cooperation

No report.

Faculty Representative

Bill Culbertson reported:

- \* The ISACS process is moving forward. The Academic committee reports are complete and the Non-Academic committee reports will be finalized shortly.

- \* Welcomed and encouraged trustees to visit the Academy as the faculty appreciate their visits.

- \* He distributed a page on the Spirit of Giving which summarizes the many great things going on relative to charitable work by our students, faculty and staff.

Chairman's Report:

Tom Schreier recognized Bill Foussard for his outstanding volunteer work. He encouraged Board members to experience the volunteer opportunities available within the community.

He encouraged Board members to attend the Christmas Party on Sunday, December 6 at The Town and Country Club.

He thanked those Board members who have generously donated to the annual giving campaign and encouraged trustees who haven't yet given to do their part.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary

## February 7, 2006

Members present: Rick Anderson, Bill Culbertson, Marilou Eldred, Bill Foussard, Bill Gabler, Margaret Gadiant, Jim Giefer, Bill Hoffmann, Frank Lang, Dr. Mich, Jessie Nicholson, John Patterson, Phil Reim, Tom Schreier, Jr., Marianne Short, Mike Sullivan, Sister Mary Denise Villaume

Guests present: Robley Evans, Randall Hallett, Tom O'Brien, Tom Grabau of Bentz Whaley Flessner

The meeting was convened at 3:38 p.m. by the Headmaster Dr. Tom Mich. Dr. Mich led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the minutes of the December 6, 2005, meeting. Motion carried on voice vote.

### Headmaster's Report

Dr. Mich reported the following:

- \* A short video was shown commemorating Professor David Bassett.
- \* The Saint Thomas Aquinas Mass was held on Friday, January 27. Archbishop Flynn was the celebrant at the mass. The Archbishop will confer diplomas to the Class of 2006 at graduation on June 1. Trustees will be invited to the graduation ceremonies.
- \* He commented on a great year; noting a remarkable senior class.
- \* Guatemala trip was a great success as in previous years.
- \* He announced that Josh Mollner and Jack Boyle were recommended as Presidential Scholars. He also recognized the National Merit finalists Josh Mollner, Jack Boyle, Michael Hay and Mike Fahey.
- \* The ISACS process is progressing along very well thanks to the good work of Bill Culbertson and Dr. Celeste Heidelberger.
- \* Enrollment projections are on target with a proposed enrollment of 680; positive attendance at the Admissions receptions.
- \* The Naples outreach event is scheduled for February 15.
- \* He announced the following key initiatives that are underway:
  - \* Building Maintenance. A consultant was hired to review our facilities and maintenance. Based on the consultant's findings and recommendations changes are being made.
  - \* Cafeteria. A committee has been developed to implement programs and activities for students before and after school.

### Finance Committee Report

Dr. Sullivan reported that the audit for last year has been completed, the opinion was unqualified, and moved that the June 30 audit report be accepted. The motion was moved, seconded and carried on voice vote.

He provided an update on this year's budget noting a \$75,000 shortfall due to energy and short-term disability costs. It is believed this will be covered by increased annual fund gifts.

### Approval of Budget

Dr. Sullivan presented the key highlights of the 2006-2007 budget and discussions took place regarding the budget and tuition. Dr. Sullivan requested formal approval of the 2006-2007 budget. The motion was made, seconded and approved on voice vote.

### Institutional Advancement Update and Report

Bill Gabler reported on the work of the Institutional Advancement Committee. Randall Hallett introduced Tom Grabau from the consulting firm of Bentz Whaley Flessner to present the Capital Campaign Feasibility Study. Tom Grabau summarized his report into five key conclusions, a major recommendation, and five further recommendations. Bill Gabler then introduced a resolution to Board (attached) to accept the feasibility study and the recommendations of the Capital Campaign Advisory Task Force. The resolution was moved, seconded and approved on voice vote. The current annual giving summary was distributed.

### Committee Reports

#### Executive Committee

No report.

#### Admissions, Diversity and Marketing Committee

Dr. Hoffmann reported that the committee met and reviewed the areas of charge; noting all three areas are doing very well. He echoed Dr. Mich's comments noting admissions numbers are on track and are following true to form as in recent history.

#### Board Affairs Committee

Marianne Short requested that the Board members complete the 2005-2006 Board Evaluation and Headmaster Evaluations instruments within the next 30 days. Copies of the Evaluation Instruments were included in the materials and will also be sent electronically for ease of completion. The Board Evaluation Instrument should be returned to Marianne Short; the Headmaster Evaluation Instrument should be directed to Chairman Tom Schreier.

Ms. Short then reported on the committee's activity in its role as a nominating committee. Three or four trustees' terms are ending this year. There is the possibility of adding five to

seven new members to the Board. She stated the committee is reviewing nominations submitted and will provide a working slate of candidates to the Board at the April meeting, with final approval of the candidates in June. The committee welcomes recommendations and input from trustees. Contact Marianne Short with your thoughts or names of prospective Board members.

#### Building and Grounds Committee

Frank Lang reported that the committee has met. The next meeting is scheduled February 22. He reviewed a list of projects that are currently underway.

#### Educational Affairs Committee

Margaret Gadiant reported that the committee met with the Academic Life Committee. She expressed that the faculty are fulfilled by their work and are currently involved in the ISACS process, curriculum articulation and the online grading system. She encouraged trustees to spend a half day or full day visit at the Academy.

#### Board Representatives to Constituent Groups

##### Mothers' Club

Margaret Gadiant reported that the Mothers' Club has implemented an electronic mail system to communicate information to all mothers via email. She expressed that the mothers are a very strong and supportive group.

##### Fathers' Club

John Patterson reported that this year's president is Greg Bauleke. The Fathers' Club has met three times this year and had various speakers present. The next meeting is in March with Mike Coyne as the guest speaker. The father/son banquet is set for May 2. The father/son retreats will be held again as in previous years.

##### Alumni Association

No report.

##### Vista Cooperation

No report.

##### Faculty Representative

Bill Culbertson reported:

\* ISACS process is underway; second drafts of the reports are due February 16.

- \* Course registration process has begun.
- \* The faculty will be attending the MAIS conference February 17 at BreckHigh School.
- \* He thanked Board members who have visited and encouraged Board members who have not had an opportunity to visit to do so.
- \* Encouraged Board members to visit the cadets.com website as the college scholarship offers are posted to the site.
- \* He shared the accomplishments and successes of the various co-curricular programs.
- \* He reminded Board members of the VISTA Spring performance; Hello Dolly

#### Chairman's Report

Chairman Tom Schreier read a note from Jack Zahr expressing his gratitude for the airline tickets he won at the Board of Trustees holiday party.

He reminded trustees of the upcoming Auction activities and encouraged board member participation. He thanked Board members for their donation to the "wall of wine" auction item and reminded members to donate if they have not done so.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary

**April 4, 2006**

Members present: Tom Schreier, Bill Hoffmann, Bill Culbertson, John Patterson, Marianne Short, Susan Lund, Tim Marrinan, Bill Gabler, Margaret Gadiant, Mark Reiling, Sister Mary Denise, Jim Giefer, Marilou Eldred, Frank Lang, Vince Flynn, Phil Reim, Tom Mich

Guests present: Mary Culbertson, Robley Evans, John Kenney, Tom O'Brien

The meeting was convened at 3:35 p.m. by Chairman Tom Schreier. Dr. Mich led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

Motion was made and seconded to approve the agenda. Motion was made and seconded to approve the minutes of the February 7, 2006, meeting. Motion carried on voice vote.

Headmaster's Report

Dr. Mich reported the following:

- \* He expressed sad news that Francie Bassett died this past week and her funeral is scheduled for tomorrow, Wednesday, April 5. Please remember her in your prayers.

- \* Acknowledged the spectacular year for STA noting the many accomplishments. He reiterated how enormously proud he is of the way our students conducted themselves at public events. He made special note of Bryce Webster's newspaper article and Jack Baer's television interview.

- \* The articulation of our curriculum efforts are on track.

- \* Thanks to the work of Bill Culbertson and Celeste Heidelberger the ISACS work is on target. Sam Salas, the ISACS Visiting Chair, will visit on May 10 to meet the faculty.

- \* CenterPoint, our online grading program has become a fact of life at STA. Parents are delighted with the program.

- \* There are a number of ongoing Lenten activities at the Academy, including the observance of Ash Wednesday, Reconciliation and the Campus Ministers Lenten program highlights and area of need each week, for example discrimination and poverty.

- \* Members of the Advancement Office are hard at work. The Outreach programs in Naples and Scottsdale were successful. The retirees were delighted with the current happenings at the school.

- \* A new program called "breakfast with the headmaster" has had a successful start. The program allows small groups of parents and the headmaster to exchange information.

- \* 4th Quarter started Monday, April 3. Activities for this quarter include:

- \* BFI is Thursday, April 6

- \* Junior Officer Promotions

- \* VISTA performance of "Hello Dolly"

- \* Father/Son banquet, May 2

- \* Alumni Weekend, May 4-6

- \* STA Community Auction, April 21-22

\* The registration process is complete and class scheduling has begun.

\* Tom Klein will be returning from leave of absence for the 2006-2007 school year. Substitute teacher Joel Koch will be leaving.

\* Dr. Mich will meet with Mayor Huber on Friday, April 7 to discuss the future of the dome.

\* He expressed how enormously pleased he is with Mike Sjoberg as Dean of Students and his proactive view. A new after school program will be implemented as a value added piece.

\* The bookstore will move to a new location in the cafeteria to give it more of a student union concept.

\* The spring edition of the Saber was distributed, noting that the feature story is on financial assistance. We need to continue to get the message of financial aid out to the broader community. There is also an article about the Board of Trustees in this issue of the Saber.

\* Dr. Mich reported we are \$125,000 over budget this year due to energy costs and tournament expenses.

## Marketing and Admissions Report

Dr. Hoffmann introduced John Kenney, Director of Admissions and Mary Culbertson, Director of Communications to present an overview on the Marketing/Admissions initiatives at the Academy.

John and Mary presented an overview of the Admissions, Communications, Marketing and PR activities at STA. A thoughtful discussion followed with compliments from Trustees on the current program.

Dr. Hoffmann closed by noting that demographic data indicates that, due to decreasing populations of school age children, we can expect a 5-7% decrease in potential applicants over the next 5-10 years.

## Strategic Vision

Dr. Mich presented a draft of the Strategic Vision of the Academy. He encouraged input from the Trustees. A thoughtful discussion followed.

Tom Schreier commented that this was the beginning of a critical process for Saint Thomas and that we are fortunate to have Dr. Mich to lead this effort.

## Institutional Advancement/Auction Report

Bill Gabler reported on the efforts of the Institutional Advancement committee. To date, the annual fund has raised \$680,000 of the \$1.135 million goal. We are ahead of last year's total at this time and we are on track to exceed this year's goal. Parents, students and alumni have begun Annual Fund calling to solicit donations. Chairman Schreier thanked the Board for their contribution.

Bill then commented on the upcoming Community Auction. He encouraged trustees to donate their bottle of wine if they have not done so; to purchase raffle tickets, and to bid early and often at the event.

The capital campaign is proceeding in accordance with the timeline approved the Board. We're currently in the process of refining the case statement and defining the campaign plan. Recruitment of campaign leadership will begin in the summer.

## Committee Reports

### Board Affairs Committee

Marianne Short requested Trustees to complete the Headmaster and Board Evaluation instruments. In addition to these evaluation instruments, she asked that each committee chair evaluate their committee's performance in the following areas:

- \* Accomplishments for this year
- \* Topics of importance for next year
- \* Input on the needs and vision for the school going forward
- \* Review the make-up of the committee

Committee chairs are to send the evaluations to her by April 15.

Ms. Short reported on committee activity in its role as a Nominating Committee. Currently, the board consists of 24 members include two lifetime members and three ex-officio members. Three trustees are ending their term in June. The Board will potentially add six to eight new members. She added that we have a great slate of prospective candidates. A list of candidates will be available at the June meeting for approval by the Board.

### Building and Grounds Committee

Frank Lang thanked members of the Building and Grounds Committee for their work. He reviewed a list of projects currently underway including:

#### Refurbishment of the Middle School walls

- \* Locker room floors
- \* Classroom floor tiles
- \* New field across the street
- \* Improvement of the athletic fields with top dressing
- \* Established a wish list for future projects

### Educational Affairs Committee

Margaret Gadiant encouraged trustees to visit the Academy. It is an opportunity to share a great deal of the day to day activities at the school and reinforces your commitment as a Trustee to the school. She reminded Trustees to attend the Hello Dolly performance hosted by the Boards of STA/VIS on Friday evening, April 7.

#### Finance and Investments Committee

A certificate of resolution was presented to approve the authorized signers of the daily selling of stocks, bonds, etc. A motion was made, seconded and approved on voice vote.

#### Board Representatives to Constituent Groups

##### Mother's Club

No report.

##### Father's Club

John Patterson reported that the father/son banquet is set for May 2. Frank Quilas is the guest speaker.

##### Alumni Association

No report.

##### VISTA Cooperation

Dr. Giefer reported that the VISTA Performance of Hello Dolly premier begins Friday, April 7.

##### Faculty Representative

Bill Culbertson reported:

- \* He reiterated Dr.Mich's comments on the faculty stability.
- \* Seniors are in the process of determining their college choice for next year. A number of students have been admitted to their first or second choice.
- \* A list of seniors, along with the colleges applied to, acceptance and scholarship offers will be shared with the Board at a future meeting.

##### Chairman's Remarks

Chairman Schreier read a note of appreciation from Suzy Urick thanking the Board for their support of the wall of wine at the Auction.

He introduced a resolution on behalf of the Board to provide lunch to the faculty/staff for their work with the ISACS process. A motion was made, seconded and approved on voice vote. Future details will be forthcoming.

He announced that an additional Board meeting has been scheduled for Wednesday, May 3 at 3:30 p.m. at the Town and Country Club. The meeting will include a tour of two schools with a follow-up working dinner. The next official Board meeting is on June 5 at the Chancery Office.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary

**June 5, 2006**

Members Present: Tom Schreier, Jr., Tom Mich, Archbishop Flynn, Rick Anderson, Bill Gabler, Sister Mary Denise, Susan Lund, Marianne Short, Father Kevin McDonough, Bill Foussard, John Patterson, Frank Lang, Virginia Coss, Margaret Gadiant, Bill Culbertson, Mark Reiling, Jim Giefer, Bill Hoffmann,

Guests Present: Randall Hallett, Robley Evans, Tom O'Brien

The meeting was convened at 3:40 p.m. by Chairman Tom Schreier, Jr. Archbishop Flynn led in prayer. It was moved and seconded that the agenda be approved. Motion carried on voice vote.

It was moved and seconded to approve the April 4 minutes.

### Presentations

Tom Schreier and Archbishop Flynn thanked those Board members who are retiring from the Board. A plaque was presented to Virginia Coss, Frank Lang and Bill Gabler.

### Archbishop's Remarks

Archbishop Flynn was honored that the annual meeting was held at the Chancery office. He reflected on the dignified graduation ceremonies, specifically the outstanding speeches by both Jack Baer and Dean Simmons. He expressed his appreciation to Dr. Mich and the faculty for a fine job this year.

### Headmaster's Report

Dr. Mich reported the following:

- He expressed recognition to Marianne Short for her leadership role at Dorsey and Whitney Law firm; Tom Malchow for his induction into the MSHSL Hall of Fame; and to Vince Flynn for his recent article in the University of St. Thomas publication.
- He reflected on the outstanding graduation, noting that it's symptomatic of the outstanding school year.
- He commented on a few of the key accomplishments this year, including:
  - CenterPoint program
  - ISACS self-study is moving along well, thanks to the good work of Dr. Heidelberger and Bill Culbertson
  - Curriculum articulation; a standard format for the identification of curriculum will be in place by August 1
  - Randall Hallett for his reorganization of the Advancement Office
  - Expressed appreciation to Mr. Sjoberg for his proactive view as Dean of Students
- He reported that enrollment for the 2006-2007 is on budget at 685.
- He announced that Wayne Gifford and Jeannie Schriefer are retiring this year. John Dols, Sheri Glaser, Joel Koch and Nancy Albrecht will not be returning next year

- He asked the Board to continue to keep Professor David Bassett and his family in their prayers
- Dr. Mich referred to Robley Evans to provide an overview of the building and grounds projects to be completed this summer:
  - Classroom floors
  - Outside; curb, blacktop and walk-way to parking lot
  - Epoxy on front steps
  - Locker Room; floor epoxy and new benches
  - Renovating practice fields and grass on soccer fields

### Board Affairs Update

Marianne Short reported on the Board Affairs Committee's activities in its role as the Nominating Committee. Currently, the Board consists of 29 members, including two lifetime and three ex-officio members. While the Board is unhappy to lose three trustees due to term rotation, it is gratifying to know that Margaret Gadiant and John Patterson each have agreed to serve a second 3-year term. Pursuant to Article II, Section 2.1 of the Bylaws, the Committee has designated Mike Sullivan and Marianne Short as exceptions for leadership purposes and eligible to serve another term.

The Nominating Committee reviewed over 25 perspective candidates, whose names were gathered over the last two to three years. The Committee is proposing the following slate of candidates for consideration by the Trustees and approval by the Archbishop.

Mr. William P. Brady  
 Mr. David Meisinger '85  
 Mr. James R. Mulally '70  
 Sister Catherine McNamee  
 Mr. George Wozniak '71

Ms. Short noted that there may be an additional name during the summer. There was fulsome discussion about the expertise and backgrounds of the candidates. After consultation with the Board of Trustees, those names were submitted to the Archbishop for appointment under Article II, Section 2.1 of the Bylaws. Ms. Short observed that there were additional strong candidates who will be placed on a working list for future board candidates and, possibly invited to serve on the board committees.

On behalf of the Board Affairs Committee, Ms. Short thanked board members for their time, efforts and thoughtful comments in completing the Board Evaluation Instruments. She highlighted comments on the evaluation instruments:

### Individual Evaluation Results:

#### Strengths:

- Passion for the school

- Organization and dedication
- Broad breath of expertise

#### Areas for attention:

- Board participation in STA activities. Cure: Individual Trustees will be invited to specific school activities and welcome to attend all events.
- Knowledge of school personnel. Cure: Next year, specific personnel will be invited to meetings for updates in their areas of responsibilities.
- Lack of diversity on the Board. Cure: Continued search for candidates with diverse backgrounds.

#### Board Evaluation Results:

The Board achieved the goals set last year. Priorities for the future include:

- Capital campaign
- Strategic vision
- Succession planning
- Admissions
- ISACS outcome
- Board Diversity

The Board Affairs Committee will contact committee chairs this summer to discuss committee assignments for the fall. If a member is interested in serving on a different committee, please contact either Tom Schreier or Marianne Short.

Chairman Schreier thanked members for completing the Headmaster evaluation instrument, commenting that it is a constructive process. He also acknowledged Marianne Short for her work with the evaluation process.

#### Institutional Advancement/Auction Report

Bill Gabler reported on the work of the Institutional Advancement Committee. He reported that the capital campaign is shaping up and good news on annual giving and auction proceeds. A New Young Alumnus Award has been approved by the Advancement Committee and further advisement is being taken on the possibility of a new Service Award.

He thanked the Advancement Staff for his efforts and referred to Randall for further comments.

Mr. Hallett distributed materials and provided a brief report on the Advancement activities. He reviewed the current Advancement Office Benchmark Report, noting the current annual giving total of \$1.1 million. He commented on the efforts in place to close the fiscal year.

Updated information on Planned Giving, including the most recent planned giving newsletter, current issues of the Advancement Committee, Marketing and Communications update and a summary of the Community Auction were distributed and reviewed. Mr. Hallett reported that the Community Auction proceeds were \$281,209, with the potential for an increase.

## **Committee Reports**

### Executive Committee

Tom Schreier reported that the committee has met and referred to the June 1 Executive Committee minutes.

## **Board Representatives to Constituent Groups**

### Father's Club

John Patterson reported that the father/son banquet held on May 2 was a great success. The event was hosted by President Greg Bauleke, with the guest speaker being Frank Quilicy. Chris Longley '79 is next year's President. He expressed congratulations to Bill Culbertson for being awarded the Mike Rongitsch Faculty Award.

### Alumni Association

Bill Foussard reported that the Alumni Association has had a great year under Mike Lee's leadership; highlights including:

- Creation of the Cadetwear.com website; a new apparel site to purchase ST(M)A clothing with over 300 items.
- Alumni weekend was very successful with over 700 alumni attending at least one activity over the weekend
- Clearing up the finances.
- He announced that next year's President is Matt Mohs '90
- Trustees were encouraged to attend the Alumni Golf Tournament to be held on Monday, June 26 at Prestwick Golf Club. A flyer was included in the Advancement materials.

### VISTA

No report.

### Faculty Representative

Bill Culbertson reported:

- Expressed recognition to the CHOOSE group for their efforts in their work to promote chemical-free living. He referred trustees to the resolution from the Minnesota House of Representatives included in the packet.

- He provided a list scholarships awarded; 85 of 104 seniors received scholarships. A list of colleges and universities the graduates will be attending in the fall was included in the materials.

### Chairman's Remarks

Chairman Tom Schreier reported that he had the pleasure of representing the Board at a luncheon with the faculty and staff in appreciation for their efforts this year and the work with the ISACS process.

He commented that his focus during the summer will be to reach out to incoming new board members and current members for leadership and committee assignments for next year.

Chairman Schreier reported that formalizing the timeline for the capital campaign will also be completed this summer. Committee chairs will be asked to spearhead various aspects of the capital campaign that will be fitting with their respective committees.

He reiterated the work of the trustees and expressed appreciation for their service during the past year.

### Comments

Frank Lang expressed his appreciation to the Board for his service for the past six years. He noted what a great pleasure it was to serve on the Board.

Dr. Mich commended Sister Mary Denise on the outstanding graduation ceremonies at the Convent of the Visitation that took this place on Sunday, June 4.

The Quiz Bowl Team won 1<sup>st</sup> place in the Inaugural Face Off Minnesota Quiz Bowl Championship program that was aired on TPT Television.

Father Kevin McDonough closed the meeting with a prayer.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Tammy McNamara  
Recording Secretary